

ORDER FOR SUPPLIES AND SERVICES

IMPORTANT: See
instructions in GSAR
553.370-300-1 for
distribution

1. DATE OF ORDER 09/27/2016		2. ORDER NUMBER GSQ0116BK0284		3. CONTRACT NUMBER GS00Q14OADU131		4. ACT NUMBER A20443139	
FOR GOVERNMENT USE ONLY		5. ACCOUNTING CLASSIFICATION		6. FINANCE DIVISION			
FUND b4		ORG CODE b4	B/A CODE b4	O/C CODE b4	AC	SS	VENDOR NAME
FUNC CODE b4		C/E CODE b4	PROJ./PROS. NO.	CC-A	MDL	FI	G/L DEBT
W/ITEM		CC-B	PRT./CRFT	AI	LC	DISCOUNT	
7. TO: CONTRACTOR (Name, address and zip code) Jerald L Goldbaugh SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RGE PWY STE 400S ATLANTA, GA 30339-8431 United States 770-989-9408				8. TYPE OF ORDER B. DELIVERY Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated. This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract. C. MODIFICATION NO. 000 TYPE OF MODIFICATION: AUTHORITY FOR ISSUING			
9A. EMPLOYER'S IDENTIFICATION NUMBER 760255801		9B. CHECK, IF APPROP WITHHOLD 20%		Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.			
10A. CLASSIFICATION Manufacturer of Goods		12. REMITTANCE ADDRESS (MANDATORY) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RGE PWY STE 400S ATLANTA,GA 30339-8431 United States		10B. TYPE OF BUSINESS ORGANIZATION C. Corporation			
11. ISSUING OFFICE (Address, zip code, and telephone no.) GSA Region 01 Kimberly KG Yates 10 CAUSEWAY ST BOSTON, MA 02222-1048 United States (617) 565-6013				13. SHIP TO(Consignee address, zip code and telephone no.) Michel Pardal 5 Eglin St Building 1624 Hanscom AFB, MA 01731 United States (781) 377-6001			
14. PLACE OF INSPECTION AND ACCEPTANCE Michel Pardal 5 Eglin St Building 1624 Hanscom AFB, MA 01731 United States		15. REQUISITION OFFICE (Name, symbol and telephone no.) Kyla J McKinstry GSA Region 01 10 CAUSEWAY ST BOSTON, MA 02222-1048 United States 617-565-7630					

16. F.O.B. POINT
Destination

17. GOVERNMENT B/L NO.
18. DELIVERY F.O.B. POINT ON OR
BEFORE 10/09/2017

19. PAYMENT/DISCOUNT
TERMS
NET 30 DAYS / 0.00 % 0
DAYS / 0.00 % 0 DAYS

20. SCHEDULE

The Base Year is hereby awarded with a Period Of Performance From 10/10/2016 through 10/9/2017 to provide Electronic Security Systems Manager (ESSM) personnel to monitor Paveway IV munitions, Stand-Off Weapons (SOW) and F-15SA Critical Controlled Assets (CCA) at designated Royal Saudi Air Force (RSAF) locations within the Kingdom of Saudi Arabia (KSA) and at Eskan Village, Riyadh - a total of six (6) sites. The following documents are incorporated into this task order.

TASK ORDER (TO) No. ID01150103 Conformed/Revised through Amendment 03/8.4.16 PWS, Terms, Conditions, Clauses

Attch 1 GSQ0116BK0284 Contract Prices

Attch 2 GSQ0116BK0284 Paveway IV SOP -- 10 Nov 14

GSQ0116BK0284 DI-SESS-81523B

GSQ0116BK0284 DI-MGMT-80227

Attch 3 GSQ0116BK0284 F-15SA CCA SOP - DTSA Approved 20160520_Final

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
001	Services	1	lot	\$1,494,594.57	\$1,494,594.57
002	Travel	1	lot	\$47,357.00	\$47,357.00
003	Ancillary Support	1	lot	\$194,763.35	\$194,763.35
004	Data Not Separately Priced (NSP)	1	lot	\$0.00	\$0.00
005	Contract Access Fee	1	lot	\$1,736.71	\$1,736.71

21. RECEIVING OFFICE (Name, symbol and telephone no.)
Forc Protection Command and Control Program Office, (781) 377-6001

**TOTAL
From
300-A(s)**



22. SHIPPING POINT
Specified in QUOTE

23. GROSS SHIP WT.

**GRAND \$1,738,451.63
TOTAL**

24. MAIL INVOICE TO: (Include zip code)

25A. FOR INQUIRIES REGARDING
PAYMENT CONTACT:
GSA Finance Customer Support

25B. TELEPHONE NO.
816-926-7287

General Services Administration
(FUND)

26A. NAME OF
CONTRACTING/ORDERING
OFFICER(Type)

26B. TELEPHONE NO.
(617) 565-6013

The contractor shall follow these
[Invoice Submission Instructions](#). The
contractor shall submit invoices
electronically by logging into the
ASSIST portal

Kimberly KG Yates

(https://portal.fas.gsa.gov), navigating to
the appropriate order, and creating the
invoice for that order. For additional
assistance contact the ASSIST Helpdesk
at 877-472-4877. Do NOT submit any
invoices directly to the GSA Finance
Center (neither by mail nor via
electronic submission).

26C. SIGNATURE
Kimberly KG Yates 09/27/2016

GENERAL SERVICES
ADMINISTRATION

1. PAYING OFFICE

GSA FORM 300 (REV. 2-93)

Modification Number:	00 (Award)						
Description:	Incremental Funding (FAR 52.232-22 and 52.232-20)						
Date:	1-Sep-16						
CLIN	CLIN Description	From			By		
		Leidos Cost	Leidos Fee	Total	Leidos Cost	Leidos Fee	Total
0001	Manned Fixed Wing Platform Collection and Processing (Base Period)	\$ -	\$ -	\$ -	\$ 22,196,756.43	\$ 3,105,902.84	\$ 25,302,659.27
0002	Unmanned Aerial Platform Collection and Processing (Base Period)	\$ -	\$ -	\$ -	\$ 3,512,262.73	\$ 471,137.39	\$ 3,983,400.12
0003	Terrestrial Platform Collection and Processing (Base Period)	\$ -	\$ -	\$ -	\$ 1,160,139.12	\$ 26,430.76	\$ 1,186,569.88
0004	Travel (Base Period)	\$ -	\$ -	\$ -	\$ 4,396,203.30	\$ 0.00	\$ 4,396,203.30
0005	ODC (Base Period)	\$ -	\$ -	\$ -	\$ 12,704,905.65	\$ 0.00	\$ 12,704,905.65
0006	Contract Access Fee	\$ -	\$ -	\$ -	\$ 47,621.00	\$ 0.00	\$ 47,621.00
	Totals (Base Period)	\$ -	\$ -	\$ -	\$ 44,017,888.24	\$ 3,603,470.99	\$ 47,621,359.22

These costs shall be subject to the provisions of FAR clause 52.232-20, "Limitation of Cost," FAR Clause 52.232-22, "Limitation of Funds," FAR Clause 52.216-7, "Allowable Cost and Payments," and FAR clause 52.216-8, "Fixed Fee."

Modification Number:	00 (Award)					
Description:	Incremental Funding (FAR 52.232-22 and 52.232-20)					
Date:	1-Sep-16					
CLIN	CLIN Description	To			Total Period Value	
		Leidos Cost	Leidos Fee	Total	Leidos Cost	Leidos Fee
0001	Manned Fixed Wing Platform Collection and Processing (Base Period)	\$ 22,196,756.43	\$3,105,902.84	\$ 25,302,659.27	\$72,021,580	\$8,818,866
0002	Unmanned Aerial Platform Collection and Processing (Base Period)	\$ 3,512,262.73	\$471,137.39	\$ 3,983,400.12	\$11,335,010	\$1,337,959
0003	Terrestrial Platform Collection and Processing (Base Period)	\$ 1,160,139.12	\$26,430.76	\$ 1,186,569.88	\$3,310,010	\$409,022
0004	Travel (Base Period)	\$ 4,396,203.30	\$0.00	\$ 4,396,203.30	\$14,100,000	\$ -
0005	ODC (Base Period)	\$ 12,704,905.65	\$0.00	\$ 12,704,905.65	\$40,684,239	\$ -
0006	Contract Access Fee	\$ 47,621.00	\$0.00	\$ 47,621.00	\$152,017	\$ -
	Totals (Base Period)	\$ 44,017,888.24	\$ 3,603,470.99	\$ 47,621,359.22	\$ 141,602,855.57	\$ 10,565,846.97

These costs shall be subject to the provisions of FAR clause "Limitation of Cost," FAR Clause 52.232-22, "Limitation of F Clause 52.216-7, "Allowable Cost and Payments," and FAR ("Fixed Fee."

Modification Number:	00 (Award)	
Description:	Incremental Funding (FAR 52.232-22 and 52.232-20)	
Date:	1-Sep-16	
CLIN	CLIN Description	
		Total
0001	Manned Fixed Wing Platform Collection and Processing (Base Period)	\$ 80,840,446
0002	Unmanned Aerial Platform Collection and Processing (Base Period)	\$ 12,672,969
0003	Terrestrial Platform Collection and Processing (Base Period)	\$ 3,719,032
0004	Travel (Base Period)	\$ 14,100,000
0005	ODC (Base Period)	\$ 40,684,239
0006	Contract Access Fee	\$ 152,017
	Totals (Base Period)	\$ 152,168,703

These costs shall be subject to the provisions of FAR clause "Limitation of Cost," FAR Clause 52.232-22, "Limitation of F Clause 52.216-7, "Allowable Cost and Payments," and FAR c "Fixed Fee."

Modification Number:	00 (Award)			
Description:	Incremental Funding (FAR 52.232-22 and 52.232-20)			
Date:	1-Sep-16			
CLIN	CLIN Description			
		% Cost Funded	% Fee Funded	Limitation of Funds Date
0001	Manned Fixed Wing Platform Collection and Processing (Base Period)	31%	35%	1-Dec-16
0002	Unmanned Aerial Platform Collection and Processing (Base Period)	31%	35%	1-Dec-16
0003	Terrestrial Platform Collection and Processing (Base Period)	35%	6%	1-Dec-16
0004	Travel (Base Period)	31%	0%	1-Dec-16
0005	ODC (Base Period)	31%	0%	1-Dec-16
0006	Contract Access Fee	31%	0%	1-Dec-16
	Totals (Base Period)	31%	34%	

These costs shall be subject to the provisions of FAR clause "Limitation of Cost," FAR Clause 52.232-22, "Limitation of F Clause 52.216-7, "Allowable Cost and Payments," and FAR c "Fixed Fee."

SOLCITATION: ID01160073 Conformed through Amendment 04
OASIS IDIQ: GS00Q14OADU122
DELIVERY ORDER: GSQ0116BK0198
AWARD DATE: September 1, 2016
PoP Begin: September 6, 2016

Issued to Leidos Under:
GSA's One Acquisition Solution for Integrated Services (OASIS UNRESTRICTED)
Indefinite-Delivery Indefinite Quantity (IDIQ) Contract Pool 1 (GS00Q14OADU122)

Leidos proposed technical approach is incorporated into the delivery order.

DD254 and Attachments v2 dated 25 Aug 16 are incorporated into the delivery order.

Title: High-Resolution Three (3) Dimensional (3D) Geospatial Information (HR3DGI) Operation and Technology Integration.

Insufficient high-resolution three (3) dimensional (3D) geospatial information (HR3DGI) of the battle-space limits the capacity to conduct warfare planning. These insufficiencies also limit the ability to detect, identify, locate, and track high-value targets and to effectively process strike capabilities for rapid deployment and execution. The warfighter's requirement for high-resolution terrain data has grown exponentially as has the requirement for accurate, timely high-resolution 3D elevation and imagery data to support current and future operations. High-resolution 3D geospatial information provides the foundation data necessary to produce geospatial products that provide the force multiplier necessary for successful operations.

The purpose of this effort is to collect, process, disseminate, store, and maintain high-resolution 3D geospatial information by conducting flight operations and terrestrial collection operations and by processing and producing the required high-resolution 3D geospatial data products over all operationally relevant portions of the Earth.

Issuing Office: General Services Administration, Assisted Acquisition Services, Region One, 10 Causeway Street, Boston MA 02222

Agency Contact: Kimberly Yates, Contracting Officer, 617-565-6013

Alternate Contact: Jason Tatro, Contract Specialist, 617-565-5980

1.0. OASIS TASK ORDER INFORMATION

1.1. OASIS Pool Being Solicited/Awarded: Unrestricted Pool 1

1.2. NAICS Code and Small Business Size Standard: The principal nature of the requirements described in this solicitation is consistent with services performed by industries in the NAICS Code 541990 All Other Professional, Scientific, and Technical Services with a small business size standard of \$14Million.

1.3. Product Service Code (PSC): The services in this solicitation are best represented by PSC Code: R405 Support – Professional: Operations Research/Quantitative Analysis

1.4. Type of Contract: The primary type of contract resulting from this solicitation is: Cost Plus Fixed Fee: The primary type of contract resulting from this solicitation is: Cost Plus Fixed Fee: The effort shall be a Cost Plus Fixed –Fee Term (CPFF Term) basis for labor and a Cost No Fee basis for Travel and Other Direct Costs (ODC). The contractor shall propose and the task order will contain a ceiling price for the base and the four option years. Under the term form, if the performance is considered satisfactory by the Government, the fixed fee is payable at the expiration of the agreed-upon period (invoicing), upon contractor statement that the level of effort specified in the contract has been expended in performing the contract work.

Allotment of Funds

It is hereby understood and agreed that this contract will not exceed a total amount of \$777,671,613 including an estimated cost of \$723,019,220 and a fixed fee of \$54,652,393 if all four options are exercised. The chart below shows the estimated cost, fixed fee and CAF for the base and each option year, if exercised.

HR3DGI Pricing Summary	Total Cost and Fee				TOTALS
	Total Cost	Total Fixed Fee	Total Price	CAF	
BASE PERIOD:	\$141,970,190	\$10,613,702	\$152,583,892	\$152,584	\$152,736,476
OPTION PERIOD ONE:	\$144,185,176	\$10,850,476	\$155,035,651	\$155,036	\$155,190,687
OPTION PERIOD TWO:	\$145,500,675	\$11,037,972	\$156,538,647	\$156,539	\$156,695,186
OPTION PERIOD THREE:	\$146,107,744	\$11,110,622	\$157,218,366	\$157,218	\$157,375,584
OPTION PERIOD FOUR:	\$145,255,435	\$11,039,621	\$156,295,057	\$156,295	\$156,451,352
BASE PLUS ALL OPTIONS:	\$723,019,220	\$54,652,393	\$777,671,613	\$777,672	\$778,449,284

The total amount presently available for payment and allotted to CLIN 0001 of this contract is \$47,621,359.22 including an estimated cost of \$ \$44,017,888.24 and a fixed fee of \$3,603,470.99 It is estimated that the amount allotted of will cover the period from date of award through 1 December 2016.

Payment of Allowable Costs

As consideration for the proper performance of the work and services required under this contract, the Contractor shall be paid as follows: Costs, as provided for under the contract clause entitled "Allowable Cost and Payment," shall not exceed the amount set forth as "Estimated Cost" and is subject to the contract clause entitled "Limitation of Cost" or "Limitation of Funds" whichever is applicable.

The Contractor shall submit travel costs on their monthly invoices within 30 days of travel. Travel shall be conducted and will be reimbursed in accordance with *FAR 31.205-46 – Travel Costs*. The Contractor is not entitled to fee (profit) on the cost of travel or other direct costs.

1.5. Type of Services: The type of services under this solicitation is:

☐ Commercial Items ☒ Non-Commercial Items ☐ Mix of Both

1.6. Extent of Competition: This solicitation will be based on

1.6.1. ☒ Fair Opportunity procedures (FAR 16.505(b)(1))

1.7. Security Clearances:

1.7.1. The clearance level for this PWS/SOW is: ☐ Unclassified ☐ Classified
☒ Mix of Both

1.7.2. The Facility Clearance Level for this PWS/SOW is: ☐ Unclassified
☐ Secret ☒ Top Secret

1.8. Performance Location(s):

1.8.1. The performance locations for this PWS/SOW are: ☐ CONUS ☐ OCONUS
☒ Mix of Both

1.8.3. The labor will be performed at on a ☐ Government Site ☐ Contractor Site
☒ Mix of Both

1.9. Place(s) of Performance:

1.9.1. The places of performance(s) for this PWS/SOW are:

. Refer to the PWS for place(s) of performance.

1.10. Period of Performance:

The period of performance for this task order is from date of award through 1 year thereafter, with 4 (1-year) options.

2.0. CONTRACT LINE ITEMS (CLINS) AND CONTRACT TYPE BY CLIN

Reference is made to the attached "ID01160073 Continuation Page" which is hereby incorporated into the delivery order and will be used to track funding obligation through the term of the delivery order per Incremental Funding (FAR 52.232-22 and 52.232-20) in the format and CLINS provided:

0001	Manned Fixed Wing Platform Collection and Processing (Base Period)
0002	Unmanned Aerial Platform Collection and Processing (Base Period)

0003	Terrestrial Platform Collection and Processing (Base Period)
0004	Travel (Base Period)
0005	ODC (Base Period)
0006	Contract Access Fee

3.0. DESCRIPTION OF SERVICES/SCOPE OF WORK

Performance Work Statement (PWS)
High-Resolution Three-Dimensional Geospatial Information Operations & Technology
Integration
(HR3DGI O&TI)

03 June 2016

1. General Information

The following Performance Work Statement (PWS) supports the High-Resolution Three-Dimensional Geospatial Information Operations and Technology Integration (HR3DGI O&TI) program in support of the operation of six manned airborne Buckeye Classic LIDAR/EO collection systems, one manned airborne Buckeye II LIDAR/EO collection systems, one unmanned aerial Buckeye Classic LIDAR/EO collection system, and one terrestrial LIDAR/EO collection system. This work supports the collection, processing, dissemination, storage, and maintenance of high-resolution three-dimensional (3D) geospatial information by conducting flight and terrestrial collection operations and by processing and producing the required high-resolution 3D geospatial data products over all operationally relevant portions of the Earth.

1.1 Description of Services/Introduction

The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform the HR3DGI O&TI support task as defined in this PWS, except for those items specified as government-furnished property, services, and information.

C.1 BACKGROUND

Insufficient high-resolution three (3) dimensional (3D) geospatial information (HR3DGI) of the battle-space limits the capacity to conduct warfare planning. These insufficiencies also limit the ability to detect, identify, locate, and track high-value targets and to effectively process strike capabilities for rapid deployment and execution. The warfighter's requirement for high-resolution terrain data has grown exponentially as has the requirement for accurate, timely high-resolution 3D elevation and imagery data to support current and future operations. High-resolution 3D geospatial information provides the foundation data necessary to produce geospatial products that provide the force multiplier necessary for successful operations.

The purpose of this effort is to collect, process, disseminate, store, and maintain high-resolution 3D geospatial information by conducting flight operations and terrestrial collection operations and by processing and producing the required high-resolution 3D geospatial data products over all operationally relevant portions of the Earth.

In addition, the Department of Defense is pursuing advancement in Light Detection and Ranging (LIDAR) sensor technology. This is a result of the operational requirement to provide high fidelity terrain mapping from a higher altitude, higher velocity aircraft platform (to reduce risk from adversary fire). Department of Defense requires advancement in supporting LIDAR collection, data processing, storage, and dissemination technology. Current LIDAR collection systems are rapidly improving/increasing area collection rates as well as increasing the geospatial fidelity of the data. In order to keep pace with the improving collection systems, improved data processing needs to be developed and tested.

1.3 Objectives

The objective of this effort is to collect, process, disseminate, store, and manage airborne and terrestrial LIDAR and EO data to support the warfighter as a force multiplier for successful operations.

1.4 Scope

This PWS defines the requirements for contractor-provided services necessary to support the HR3DGI program. These services cover all program requirements, including Personnel; Materials; Manned Fixed Wing Platform Collection and Processing; Unmanned Aerial Platform Collection and Processing; Terrestrial Platform Collection and Processing; Dissemination, Storage, and Maintenance; Mobilization and Demobilization; and all necessary Program Management responsibilities, which include Meetings, Deliverables, Schedules, Configuration Management, Personnel Management, Risk Management, Quality Control, Security, and Overall Program Compliance.

1.5 Period of Performance:

The period of performance is as follows: twelve (12) month base period with four (4) twelve (12) month options, with a total period of performance of five (5) years. General areas of interest will be Southwest Asia; Northern, Central and Eastern Africa; and Asia-Pacific/Southeast Asia.

1.6 General Information

1.6.1 Quality Control

The contractor shall use quality control (QC) and quality assurance (QA) procedures to ensure proper oversight for personnel, training, facilities, equipment, supplies, services, and subcontractors.

1.6.2 Quality Assurance

The government will evaluate the contractor's performance under this contract in accordance with the Quality Control Plan (QCP). This plan is primarily focused on what the government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rates.

1.6.3 Government Remedies

The Contracting Officer will follow Federal Acquisition Regulation FAR 52.246-5 Inspection of Services -- Cost-Reimbursement (Apr 1984) for a contractor's failure to perform satisfactory services or failure to correct nonconforming services.

1.6.4 Recognized Holidays

Below is a list of federal holidays to be observed by contractor CONUS-based personnel:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

1.6.5 Hours of Operation

For the portions of this effort that are conducted in the CONUS under what would be considered normal circumstances, the contractor shall be responsible for conducting business between the hours of 9 a.m. and 5 p.m., Monday through Friday. For OCONUS support to this effort, normal operating hours will be 24 hours a day, 7 days a week (24/7); and individual employees shall be expected to work 12 hours a day, 7 days a week to support the 24/7 operations.

1.6.6 Security Requirements

1.6.6.1 All security requirements will be addressed in the DD254 that will be issued upon award of the contract. Key personnel will possess TS Sensitive Compartmented Information (SCI) security clearances. Contractor personnel performing work onsite at any of the various processing locations will be required to have a Secret security clearance at a minimum. Support personnel who are responsible for logistical and deployment support will not be required to hold a Secret security clearance.

1.6.6.2 Physical Security

The contractor shall be responsible for safeguarding all government equipment, information, and property provided for contractor use based on direction from the government as applicable.

1.6.7 Special Qualifications

N/A

1.6.8 Post Award Orientation/Periodic Progress Meetings

1.6.8.1 The government will hold a Post Award Orientation Meeting as per FAR SubPart 42.5 after award of the contract.

1.6.8.2 The government reserves the right to hold periodic progress meetings as required.

1.6.9 Contracting Officer's Representative (COR):

Name: Mike Hardaway

Address: 7701 Telegraph Road, Alexandria, VA 22315

Phone Number: 703-428-7814

Email: guy.m.hardaway@usace.army.mil

Alternate COR:

Name: Brian Hibbeln

Address: 2231 Crystal Drive, Arlington, VA 22202

Phone Number: 703 746-1321

Email: Bahibbel@nps.navy.mil

The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure the contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including government drawings, designs, and specifications; monitor contractor's performance and notify both the KO and contractor of any deficiencies; coordinate availability of government-furnished property; and provide site-entry of contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.6.10 Contract Manager

The contractor shall provide a Contract Manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the KO. The Contract Manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

1.6.11 Identification of Contractor Employees

All contract personnel attending meetings, answering government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are government officials. They must also ensure all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

2. Part 2. Definitions & Acronyms

2.1 Definitions

CONTRACTOR

A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

CONTRACTING OFFICER

A person with authority to enter into, administer, or terminate contracts and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

CONTRACTING OFFICER'S REPRESENTATIVE (COR)

A representative from the requiring activity appointed in writing by the KO to perform surveillance and to act as liaison to the contractor.

DEFECTIVE SERVICE

A service output that does not meet the standard of performance associated with it in the PWS.

DELIVERABLE

Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

HR3DGI SYSTEM

An airborne or terrestrial vehicle, equipped with the HR3DGI sensors, together with the HR3DGI data processing capability.

KEY PERSONNEL

Contractor personnel who are evaluated in a source selection process. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons who are listed in the proposal. (See Section C.3.4: The Contractors shall provide three Key Personnel: Program Manager, Chief Engineer, and Chief Pilot.) Also see 52.046-4401 KEY PERSONNEL (FEB 2000)

PERFORMANCE WORK STATEMENT

Statement of work (SOW) for performance-based acquisitions that describes the required results in clear, specific, and objective terms with measurable outcomes.

PHYSICAL SECURITY

Actions that prevent the loss or damage of government property.

PLATFORM

An airborne or terrestrial vehicle.

QUALITY ASSURANCE

Actions taken by the government to assure contracted services meet PWS requirements.

QUALITY CONTROL PLAN (QCP)

A written document specifying the surveillance method used for surveillance of contractor performance.

QUALITY CONTROL

Actions taken by a contractor to control the performance of contracted services to meet PWS requirements.

SUBCONTRACTOR

One that enters into a contract with a prime contractor. The government does not have privity of contract with the subcontractor.

WORK DAY

The number of hours per day the contractor provides services in accordance with the contract.

WORK WEEK

Monday through Friday, unless specified otherwise.

C.2 REQUIREMENTS / TECHNICAL & OPERATIONS TASKS

The Contractor shall provide technical, managerial, logistical, and engineering support and services to support the United States (U.S.) Government in the execution of its HR3DGI operation and sustainment mission. The contractor shall provide personnel possessing the skills, knowledge, certifications, and training to satisfactorily perform the services required by this PWS. The contractor shall procure and manage all materials, supplies, and services needed to perform the tasks specified in this PWS. The remainder of this section describes the specific subtasks and activities that the Contractor shall conduct. All acronyms are spelled out as follows and are listed as solely the acronym thereafter:

Acronyms

24/7	24 hours a day, 7 days a week
3D	Three Dimensional
ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
AGC	Army Geospatial Center
AGL	Above Ground Level
ALTM	Airborne Laser Terrain Mapper
AOR	Area of Responsibility
AR	Army Regulation
AT	Anti-Terrorism
CCE	Contracting Center of Excellence
CENTCOM	Central Command
CF	Coalition Forces
CFE	Contractor-Furnished Equipment
CFR	Code of Federal Regulations
CLIN	Contract Line Item Number
CMRA	Contractor Manpower Reporting Application
CONEX	Container Express
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer's Representative
COTS	Commercial Off-the-Shelf
CRC	CONUS Replacement Center
CWBS	Contract Work Breakdown Structure
DA	Department of the Army

DD	Department of Defense Form
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DEM	Digital Elevation Model
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DoD	Department of Defense
EO	Electro Optical
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FMC	Fully Mission Capable
FPCON	Force Protection Condition
GCS	Ground Control Station
GeoTIFF	Geographically Tagged Image File Format
GFE	Government-Furnished Equipment
GFI	Government-Furnished Information
GOTS	Government Off-the-Shelf
GPS	Global Positioning System
GS	General Services
GSE	Ground Support Equipment
HAZMAT	Hazardous Material
HIPAA	Health Insurance Portability and Accountability Act of 1996
HITL	Hardware in the Loop
HQDA	Headquarters, Department of Army
HR3DGI	High-Resolution Three-Dimensional Geospatial Information
IA	Information Assurance
IMS	Integrated Master Schedule
ITAR	International Traffic in Arms Regulation
JHU	John Hopkins University
JP2	JPEG 2000
JPG	Joint Photographic Experts Group
KO	Contracting Officer
LAS	LASer File Format Exchange
LIDAR	Light Detection and Ranging
LOA	Letter of Authorization
MD	Maryland
MFW	Manned Fixed Wing
MrSID	Multi-resolution Seamless Image Database
N/A	Not Applicable
NGA	National Geospatial-Intelligence Agency
NITF	National Image Transmission Format
OCI	Organizational Conflict of Interest
OCONUS	Outside the Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
OPSEC	Operational Security
PDSS	Pre-Deployment Site Survey
PIPO	Phase In/Phase Out
PM	Program Manager
POC	Point of Contact

PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QC	Quality Control
QCP	Quality Control Plan
RGB	Red, Green, Blue
SCI	Sensitive Compartmented Information
SOP	Standard Operating Procedure
SOW	Statement of work
TBO	Time Before Overhaul
TE	Technical Exhibit
TM	Technical Monitor
TOT	Time over Target
TPOC	Technical Point of Contact
TS	Top Secret
U.S.	United States
UAS	Unmanned Aerial System
USACE	United States Army Corp of Engineers
WBS	Work Breakdown Structure

3. Government Furnished Items and Services

See Section 5.5.1.

4. Contractor Furnished Items and Responsibilities

See Section 5.5.2.

C.2.1 Locations

The Contracting Officer's Representative (COR) will provide to the Contractor the specific locations of interest as Government Furnished Information (GFI) at contract award. These may include up to seven (7) OCONUS locations for the manned fixed wing (MFW) aircraft and one (1) location for the UAS. Presently the government anticipates the following locations based on past experience, but these are subject to change:

- Lebanon (1 UAS)
- Jordan (1 MFW at one site)
- Kenya (2 MFW at one site)
- Zamboanga, Philippines (1 MFW)
- Manilla, Philippines (1 MFW)
- Thailand (1 MFW)
- Entebbe, Uganda (1 MFW)

The Terrestrial System will operate in a location similar to Southwest Asia.

C.2.2 Manned Fixed Wing Platforms and Unmanned Aerial Platforms Collection and Processing

The Contractor shall provide technical, management, engineering, maintenance, testing, training, and operational support that include the following:

C.2.2.1 Collection

C.2.2.1.1 The Contractor shall operate the GFE Optech ALTM GEMINI and Optech ORION H300 LIDAR systems, KEYW EO 1C+ Framing Camera systems, Sigma Space BE II LIDAR systems, Vision Map EO mapping camera systems, and other advanced-technology commercially-available linear mode LIDAR and EO systems provided as GFE by the government. (Note: these latter sensors are referenced herein as advanced sensors. Examples include the Optech Galaxy LIDAR, the Leica ALS80-HA LIDAR, and the KEYW Aeroptic color imaging sensor (EO).)

C.2.2.1.2 The Contractor shall plan and conduct HR3DGI data collection missions.

C.2.2.1.3 The Contractor shall keep a logbook record of all flights performed.

C.2.2.1.4 The Contractor shall provide the personnel and equipment required to provide the government with a nominal 94 flight hours per month per aircraft for the BE system; 80 hours per aircraft per month for the BE UAS; 120 hours per month per aircraft for the BE system with advanced sensors; and 150 hours per aircraft per month for the BE II system for the duration of the period of performance.

C.2.2.1.5 The Contractor shall maintain an 80% Operational Readiness rate as well as a state of readiness capable of responding to a tasking from the Government within 24 hours.

C.2.2.1.6 The Contractor shall perform collection flights in accordance with the tasking orders received from the Government.

C.2.2.1.7 The Contractor shall accommodate a standard operational flight profile of 8,000 feet (ft) AGL to 12,000 ft AGL for the BE system; 4,000 ft AGL to 8,000 ft AGL for the BE UAS; 12,000 ft AGL to 19,000 ft AGL for the BE system with advanced sensors; and 15,000 ft AGL to 30,000 ft AGL for the BE II system and accommodate mutually agreeable flight profiles outside of these bands based on operational, sensor, and aircraft limitations. The Contractor shall also support specialized BE UAS missions operating at a lower altitude of 3,000 ft AGL.

C.2.2.1.8 The Contractor shall collect 1 m LIDAR and 10 cm EO imagery or better with the manned fixed wing systems, and 50 cm LIDAR and 5 cm EO imagery or better with the BE UAS.

C.2.2.1.9 The Contractor shall collect data at collection rates at least 45 km²/hour for the BE system; 15 km²/hour for the BE UAS; 180 km²/hour for the BE system with advanced sensors, and 250 km²/hr for the BE II system.

C.2.2.2 Geospatial Data Processing

C.2.2.2.1 The Contractor shall provide LIDAR processing to include the following:

C.2.2.2.1.1 The Contractor shall process airborne LIDAR following established SOPs.

C.2.2.2.1.2 The Contractor shall process the LIDAR data from one sortie in no more than 24 hours for the BE system and the BE UAS, 24 hours for the BE system with advanced-technology sensors; and 36 hours for the BE II system, once the raw sensor data and any required GPS correction data are available at the data processing facility.

C.2.2.2.1.3 The Contractor shall maintain sufficient hardware at OCONUS locations to meet production demands, perform quality control, and maintain lab hardware and software.

C.2.2.2.1.4 The Contractor shall have a capability to process LIDAR data using computer equipment and personnel located at the flight operations base.

C.2.2.2.1.5 The Contractor shall provide LAS point clouds (x,y,z,i) in LAS 1.2 format zipped with LASzip. The Contractor shall ensure the LIDAR point cloud data is tiled as necessary to ensure that the derived LIDAR elevation models are less than 300 megabytes in size for the BE system and BE UAS, and 600 megabytes in size for the BE system with advanced sensors and the BE II system. The Contractor shall ensure the tiles have 10–20 meters of overlap.

C.2.2.2.1.6 The Contractor shall provide DEMs for the LIDAR returns at resolutions approximating the average point cloud spacing data (e.g., manned airborne collected point cloud data at 1-meter average point spacing will be gridded at 1-meter). If supported by the sensor, DEMs for both first and last returns shall be provided. The Contractor shall ensure the DEM files are saved in GeoTIFF 32-bit file format.

C.2.2.2.1.7 For LIDAR sensors that support intensity images, the Contractor shall provide LIDAR intensity images depicting LIDAR reflectivity of the surface topography in grayscale as derived from the LIDAR point cloud tiles. The Contractor shall ensure the files are delivered as 8-bit grayscale GeoTIFF-formatted raster images

C.2.2.2.1.8 The Contractor shall provide bare earth DEMs representing the bare earth terrain as a raster grid in 32-bit GeoTIFF format. The Contractor shall ensure the bare earth tiles match the DEM and intensity image tiles in extent and resolution.

C.2.2.2.2 The Contractor shall provide Electro Optical (EO) processing to include the following:

C.2.2.2.2.1 The Contractor shall process all manned aircraft-collected EO imagery following established SOPs.

C.2.2.2.2 The Contractor shall process the EO data in no more than 72 hours for the BE system, the BE system with advanced sensors, and the BE II system using GOTS and COTS GFE software

C.2.2.2.2.3 The Contractor shall maintain sufficient hardware at OCONUS locations to meet production demands, perform quality control, and maintain lab hardware and software.

C.2.2.2.2.4 The Contractor shall have a capability to process EO data using computer equipment and personnel located at the flight operations base.

C.2.2.2.2.5 The Contractor shall provide color-balanced, georegistered, orthorectified images from the individual camera frames in MrSID format.

C.2.2.2.2.6 The Contractor shall provide color-balanced, georegistered, orthorectified wide area image mosaics in MrSID, GeoTIFF, and JPEG2000 NITF format.

C.2.2.2.3 The Contractor shall maintain the software used for LIDAR and EO processing, to include bug fixes and performance improvements to contractor-furnished and government-furnished software, maintaining maintenance subscriptions to all COTS software used, recursion testing of new COTS software releases, and installation of new COTS software releases as deemed appropriate. Annual COTS software maintenance subscriptions shall include the following, at a minimum:

Vendor	Description	Quantity	Estimated Annual Cost
Applied Imagery	Quick Terrain Modeler	80	\$50,362.50
Applanix	Maint - Ortho Vista INPHO	52	\$53,040.00
Applanix	Ext Maint - INPHO	4	\$2,400.00
Applanix	Ext Maint GNSS - Inertial w/SB POSPac	27	\$48,098.61
Applanix	Maint GNSS-Inertial w/SB POSPac	1	\$1,781.39
Applanix	Maint Photogrammetry Tool Set to ATG	4	\$7,030.00
Applanix	Maint, DSS Tool Set	3	\$1,068.99
Applanix	Maint, Rapid Ortho Image	3	\$2,807.01
BAE Systems	SOCET GXP eXtreme Analysis Bundle UE	12	\$42,000.00
BAE Systems	SOCET GXP Pro Bundle UE	4	\$24,300.00
Bentley	MicroStation SELECT Subscription	32	\$27,362.40
Celartem/Lizardtech	GeoExp 9 Unlmt Support	14	\$19,635.00
Celartem/Lizardtech	GeoExp 9 Unl Support -Floating	5	\$9,843.75
Celartem/Lizardtech	GeoExpress 9 Unlmt Support	3	\$4,804.26
GeoCue Group	Terrasolid/TerraScan/TerraMatch/TerraModeler/TerraPhoto	26	\$39,531.43
Leica Geosystems	CloudPro	TBD	TBD
Optech	ALTM-NAV	TBD	TBD
Optech	Lidar Mapping Suite	25	\$31,750.00
Pixia Corporation	HiPER Look Server Plus Perpetual License (Maint)	6	\$49,793.28

Pixia Corporation	HiPER LOOK Encoder (20TB) (Maint)	7	\$167,860.00
Pixia Corporation	HiPER LOOK Encoder (10TB) (Maint)	2	\$31,992.00
Trimech Solutions	SolidWorks Premium Subscription	1	\$1,750.00
VisionMap	Lightspeed	3	\$112,500.00
Waypoint/Trimble	Inertial Explorer	TBD	TBD

C.2.2.3 Platforms and Sensors Provision and Maintenance.

C.2.2.3.1 The Contractor shall provide and maintain manned fixed wing platforms to include the following:

C.2.2.3.1.1 Contractor Furnished Manned Fixed Wing Platforms

C.2.2.3.1.1.1 The Contractor shall provide five (5) Federal Aviation Administration (FAA)-certified aircraft, fully modified and equipped to provide services as an airborne mapping platform and capable of continuously travelling 600 NM from its base of operations to its collection area, performing a one-hour on-station collection, and returning to base.

C.2.2.3.1.1.2 The Contractor shall provide two (2) Federal Aviation Administration (FAA)-certified aircraft, fully modified and equipped to provide services as an airborne mapping platform capable of continuously travelling 750 NM from its base of operations to its collection area, performing a one-hour on-station collection, and returning to base.

C.2.2.3.1.1.3 The Contractor shall provide one (1) FAA-certified aircraft, fully modified and equipped to provide services as an airborne mapping platform capable of continuously travelling 1,000 NM from its base of operations to its collection area, performing a four-hour on-station collection, and returning to base.

C.2.2.3.2 UAS Platforms

Note: The government will provide two Arrow UAS and one Ground Control Station (GCS), fully modified and equipped to provide services as an airborne mapping platform capable of conducting collection operations in the area of operations outlined in this PWS.

C.2.2.3.3 The Contractor shall assume total responsibility for the shipping and handling of the platforms and all other CFE required.

C.2.2.3.4 The Contractor shall provide all necessary ground support equipment and auxiliary support services required to perform this PWS.

C.2.2.3.5 The Contractor shall develop and document a sparing strategy for the platforms. This sparing strategy will include recommendations for LRUs at the bases of operations, and identification of long lead-time components and subassemblies to be procured and held at the Contractor's CONUS facility or other suitable location, CONUS or OCONUS.

C.2.2.3.6 The Contractor shall procure spare parts for the platforms in accordance with the sparing strategies.

C.2.2.3.7 The Contractor shall provide the personnel and equipment required to maintain the platforms.

C.2.2.3.8 The Contractor shall assume total responsibility for the maintenance and repair of the platforms, GCS (for UAS platforms), and all other CFE required to perform the required tasks.

C.2.2.3.9 The Contractor shall integrate the GFE sensors to the aircraft platforms.

C.2.2.3.10 The Contractor shall maintain the Airborne LIDAR Systems as follows:

C.2.2.3.10.1 The Contractor shall check and maintain a current calibration for installed LIDAR sensors. The Contractor shall perform the calibration adjustments upon installation of the GFE sensor into the aircraft and then on a monthly basis thereafter.

C.2.2.3.10.2 The Contractor shall procure annual warranty or maintenance plans for each of the GFE LIDAR sensors.

C.2.2.3.10.3 The Contractor shall monitor GFE sensor health and data quality.

C.2.2.3.10.4 The Contractor shall follow SOPs based upon the LIDAR systems manufacturer and recommended maintenance schedule.

C.2.2.3.10.5 The Contractor shall develop and document a sparing strategy for the LIDAR sensors. This sparing strategy will include recommendations for LRUs at the bases of operations, and identification of long lead-time components and subassemblies to be procured and held at the Contractor's CONUS facility or other suitable location, CONUS or OCONUS.

C.2.2.3.10.6 The Contractor shall procure spare parts for the LIDAR sensors in accordance with the sparing strategies.

C.2.2.3.11 The Contractor shall maintain the Airborne EO Systems as following:

C.2.2.3.11.1 The Contractor shall monitor EO sensor health and data quality.

C.2.2.3.11.2 The Contractor shall procure annual warranty or maintenance plans for each of the GFE EO sensors.

C.2.2.3.11.3 The Contractor shall follow SOPs based upon the EO systems manufacturer and recommended maintenance schedule.

C.2.2.3.10.4 The Contractor shall develop and document a sparing strategy for the EO sensors. This sparing strategy will include recommendations for LRUs at the bases of operations, and identification of long lead-time components and subassemblies to be procured and held at the Contractor's CONUS facility or other suitable location, CONUS or OCONUS.

C.2.2.3.10.5 The Contractor shall procure spare parts for the EO sensors in accordance with the sparing strategies.

C.2.2.4 Dissemination, Storage, and Maintenance

C.2.2.4.1 The Contractor shall deliver all processed data on hard drives to the designated Government CONUS location and representative.

C.2.2.4.2 The Contractor shall provide personnel for the OCONUS dissemination of manned airborne LIDAR/EO products as required by the Government. The Contractor shall communicate with local NGA and other Government representatives to organize the rapid delivery into their established dissemination systems.

C.2.2.4.3 The Contractor shall provide personnel for the OCONUS dissemination of unmanned airborne LIDAR/EO products as required by the Government. The Contractor shall communicate with local NGA and other Government representatives to organize the rapid delivery into their established dissemination systems.

C.2.3 Terrestrial Platform Collection and Processing

The Contractor shall provide technical, management, engineering, maintenance, testing, training, and operational support to support the Government in the execution of terrestrial operational missions.

C.2.3.1 Sensor Operation and Data Collection

C.2.3.1.1 The Contractor shall operate the terrestrial system to ensure the resolution of the collected data is at least five (5) centimeters for LIDAR and ten (10) centimeters for EO.

C.2.3.1.2 The Contractor shall be able to collect terrestrial data at least three (3) days per month for four (4) hours per day at 25 km/hour (100 km per day).

C.2.3.2 Geospatial Data Processing

C.2.3.2.1 The Contractor shall have a capability to process EO and LIDAR data using computer equipment and personnel located at the operations base.

C.2.3.2.2 The Contractor shall process terrestrial LIDAR and EO data following established SOPs.

C.2.3.2.3 The Contractor shall process the LIDAR data in no more than 12 hours and the EO data in no more than 24 hours.

C.2.3.2.4 The Contractor shall produce colorized LIDAR point clouds (X, Y, Z, R, G, B) in LAS 1.2 format.

C.2.3.2.5 The Contractor shall produce grayscale LIDAR point clouds (X, Y, Z, I) in LAS 1.2 format.

C.2.3.2.6 The Contractor shall produce images co-collected during LIDAR capture in .JPG format.

C.2.3.3 Terrestrial System Platform and Sensor

C.2.3.3.1 The Contractor shall install, test, and operate the GFE Optech LYNX LIDAR/EO system on Government-provided vehicles.

C.2.3.3.2 The Contractor shall monitor Optech LYNX LIDAR/EO sensor health and data quality.

C.2.3.3.3 The Contractor shall follow SOPs based upon the Optech LYNX LIDAR/EO systems manufacturer and recommended maintenance schedule.

C.2.3.4 Dissemination, Storage, and Maintenance

C.2.3.4.1 The Contractor shall deliver all processed data on hard drives to the designated Government CONUS location and representative.

C.2.3.4.2 The Contractor shall provide personnel for the OCONUS dissemination of terrestrial LIDAR/EO products as required by the government. The Contractor shall communicate with local NGA and other Government representatives to organize the rapid delivery into their established dissemination systems.

C.2.4 Airborne Mapping Systems Mobilization Remobilization:

C.2.4.1 Mobilization

Mobilization is the process of preparing platforms, sensors, processing hardware and software, associated equipment, and personnel to mission ready status at a base of operations, typically OCONUS.

C.2.4.1.1 The Contractor shall communicate with the Government in order to organize, schedule, and receive CRC or equivalent training.

- C.2.4.1.2 The Contractor shall place orders for all materials required for initial missions and expedite long lead material items.
- C.2.4.1.3 The Contractor shall conduct PDSSs for all sites and identify any available GSE to potentially receive aircraft early.
- C.2.4.1.4 The Contractor shall pack and ship by commercial air transportation all pallets and CONEX containers for shipment containing spares, GSE, tools, UAS platforms, and UAS ground control station.
- C.2.4.1.5 The Contractor shall receive all procured items at its CONUS facilities.
- C.2.4.1.6 The Contractor shall ship boxes and pallets containing all data processing equipment, aircraft spare parts, sensor spare parts, and all other required equipment and materials.
- C.2.4.1.7 The Contractor first-rotation deploying team shall receive CRC or equivalent training.
- C.2.4.1.8 The Contractor shall ensure all GSE is organized and ready for aircraft arrival.
- C.2.4.1.9 The Contractor shall receive all data processing equipment, aircraft spare parts, sensor spare parts, and all other required equipment and materials at the OCONUS sites.
- C.2.4.1.10 The Contractor shall ferry the fixed wing aircraft to theater.
- C.2.4.1.11 The Contractor's first-rotation deploying team shall arrive at the OCONUS sites with adequate time to begin operational missions on the required date.
- C.2.4.1.12 The Contractor shall receive the aircraft at the OCONUS sites.
- C.2.4.1.13 The Contractor shall prepare the OCONUS sites to full operational state.
- C.2.4.1.14 The Contractor shall install the GFE sensors on the aircraft and the terrestrial vehicle.
- C.2.4.1.15 The Contractor shall ensure that all personnel have the appropriate in-theater orientation and training.
- C.2.4.1.16 The Contractor shall ensure the flight operations personnel hold the necessary flight qualifications.
- C.2.4.1.17 The Contractor shall provide support to the host command to ensure the aircraft are released for flight operations.
- C.2.4.1.18 The Contractor shall begin the HR3DGI data collection and processing at the OCONUS sites within sixty (60) days of contract award.

C.2.4.2 Remobilization

Remobilization is the process of moving the platforms, sensors, processing hardware and software, associated equipment, and personnel from one location to another and preparing them to mission ready status.

C.2.4.2.1 Phase I— Redeployment of the aircraft and onboard sensors and mission equipment as follows:

C.2.4.2.1.1 The Contractor shall develop a detailed remobilization plan

C.2.4.2.1.2 The Contractor shall update the remobilization plan at least weekly during remobilization.

C.2.4.2.1.3 The Contractor shall de-install the GFE sensors and other equipment as required and prepare the aircraft for ferry.

C.2.4.2.1.4 The Contractor shall arrange the flight plan and diplomatic clearances.

C.2.4.2.1.5 The Contractor shall provide pilots and ferry the aircraft to the destination site.

C.2.4.2.1.6 The Contractor shall complete Phase I within 14 days of remobilization initiation or as required.

C.2.4.2.2 Phase II— Inventory, packing, and arranging transportation to include the following:

C.2.4.2.2.1 The Contractor shall initiate an inventory of all equipment and materials to be remobilized.

C.2.4.2.2.2 The Contractor shall recommend equipment not required to be returned to CONUS or reused at a new site, and develop a plan for accounting for and turning over the equipment to the appropriate groups in-theater.

C.2.4.2.2.3 The Contractor shall load the equipment and materials onto pallets and into CONEXs.

C.2.4.2.2.4 The Contractor shall organize transportation and ensure that all customs procedures are met for shipping the equipment.

C.2.4.2.2.5 The Contractor shall redeploy personnel to the destination site.

C.2.4.2.2.6 The Contractor shall complete Phase II within thirty (30) days of remobilization initiation or as required.

C.2.4.2.3 Phase III—Inventory, HAZMAT, and transportation: This phase is completely dependent on the availability of Government HAZMAT and shipping inspectors and on military and commercial transportation. A planning time for completion is the thirty (30)-day to sixty (60)-day mark.

C.2.4.2.3.1 The Contractor shall complete the inventory initiated in Phase II.

C.2.4.2.3.2 The Contractor shall organize HAZMAT inspections.

C.2.4.2.3.3 The Contractor shall ensure that all sensitive equipment and information are properly packaged and shipped by an approved means.

C.2.4.2.3.4 The Contractor shall ship CONEXs and pallets.

C.2.4.2.3.5 The Contractor shall redeploy personnel to the destination site.

C.2.5 Transition

C.2.5.1 The Contractor shall ensure operational capability NLT sixty (60)-days post award, in the required theater and countries, with associated GFE/GFP, approvals/accreditation, and necessary deployed and CONUS personnel.

C.2.5.2 The Contractor shall develop a Transition Plan for the aircraft and onboard sensors and mission equipment as well as personnel and GFI/Contractor Acquired Property accountable to this contract that includes the following:

C.2.5.2.1 The Contractor shall include a detailed schedule for all actions included in the Transition Plan.

C.2.5.2.2 The Contractor shall include a plan to de-install the GFE sensors and other equipment and prepare the aircraft for ferry for aircrafts that are required to be relocated during the transition effort as required.

C.2.5.2.3 The Contractor shall include the plan to arrange the flight plan and diplomatic clearances for aircrafts that are required to be relocated during the transition effort as required.

C.2.5.2.4 The Contractor shall include the plan for inventory/packing/arranging transportation for all GFE/CAP.

C.2.5.2.5 The Contractor shall include in the plan the method for inventory / disposition of / inspection of Hazardous Materials (HAZMAT).

C.2.5.2.6 The Contractor shall include in the plan the method for the disposal/transfer of all sensitive equipment and information.

C.2.5.2.7 The Contractor shall include in the plan a detailed approach for delivering a comprehensive closeout report to the Government outlining the entire operation from start to finish.

C.2.5.2.8 The Contractor shall include in the plan the method for ensuring all employee badges (including subcontractor employees), CACs, and other Government credentials issued under this contract are returned to the local Access Control Badging Office for deactivation and destruction.

C.2.6 Advanced Sensor Analysis, Test, and Evaluation

C.2.6.1. The Contractor shall develop test procedures and success criteria for advanced mapping sensors, as required, to include the Buckeye II sensor. These procedures shall test for capabilities such as LIDAR gain for high fidelity rooflines and best object resolution; EO resolution in object space; Swath width at 25000 ft AGL; LIDAR auto range gate functionality; Vibration Analysis of LIDAR and EO; Sun angle impact to EO; Ground speed tests; Absolute vertical accuracy; Absolute horizontal accuracy; Non-cardinal direction collection; Race track pattern collection; Noncontiguous/multi-day collection; Determination of minimal acceptable sidelap; Characterize envelope for acceptable AGL; Evaluate use of rapid vs. final PPP for GPS correction information; Perform and evaluate collections in the following region types: urban, desert, heavy foliage, littoral.

C.2.6.2 The Contractor shall execute the aforementioned tests.

C.2.6.3 The Contractor shall prepare and deliver a test report. The test report shall contain a remediation plan to correct any critical deficiencies in the sensor, processing or CONOPS that are judged critical to mission success. The Contractor shall deliver an interim test report and a final test report in accordance with the dates specified in the deliverable table located in Section C.7 of this solicitation.

C.2.6.4 Prior to operational deployment of a new sensor, the Contractor shall collect and process CONUS data at every available opportunity. The contractor shall collect and analyze data to estimate and improve operational readiness, operational availability, MTBF on a configuration item (CI) basis and a LRU basis, MTTR on a CI basis and a LRU basis.

C.2.6.5 As directed by AGC, the Contractor shall conduct trade studies of new sensors, to include analysis, laboratory tests, flight tests, and data processing tests.

C.2.7 Sensor Processing Algorithm and Software Development, Enhancement, and Maintenance

C.2.7.1 As directed by AGC, the Contractor shall develop new or enhanced sensor processing algorithms and implement them in the processing software.

C.2.7.2 As directed by AGC, the Contractor shall enhance and/or maintain the sensor processing software to increase reliability, robustness, performance efficiency, automation levels, product quality, maintainability, or other attributes as identified by AGC.

C.2.8 CONUS Training

C.2.8.1 The Contractor shall establish and maintain the capability to train qualified personnel for any deployed collection, processing, or leadership position. Note: This includes the training and certification of aircraft pilots and technicians for the UAS.

C.2.8.2 The Contractor shall train qualified personnel for any deployed position as required.

C.2.9 Other CONUS Support

C.2.9.1 The Contractor shall provide other CONUS support to the program as required. This includes, but is not limited to, quality assurance of delivered products, rework of deficient products, surge data processing when the operational collection outpaces the site-based processing, and refinement of delivered products by HITL value-added processing (e.g., LIDAR bare earth extraction, EO radiometric matching).

C.3 PROGRAM MANAGEMENT TASKS

C.3.1 Program Management Reporting

C.3.1.1 The Contractor shall provide accurate and timely schedule and performance information throughout the life of the program.

C.3.1.1.2 The Contractor shall provide a CWBS and update if necessary.

C.3.1.1.3 The Contractor shall provide an IMS and update it monthly.

C.3.2 Risk Management

C.3.2.1 The Contractor shall establish a risk management system through the integration of metrics to monitor program status in order to mitigate program risks and provide for special emphasis on software development efforts.

C.3.3 Configuration Management

C.3.3.1 The Contractor shall establish a comprehensive configuration management system for equipment, spares, repairs, COTS and GOTS software versions, schedule, WBS, IMS, risk register, raw sensed data, and processed data products.

C.3.4 The Contractors shall provide three Key Personnel: Program Manager, Chief Engineer, and Chief Pilot.

C.3.4.1 Program Manager

C.3.4.1.1 the Program Manager (PM) is responsible for the performance of the requirements of this PWS. The Contractor shall ensure the PM has full authority to act for the Contractor on all matters pertaining to performance of this PWS.

C.3.4.1.2 The Contractor shall ensure the PM is responsible for ensuring compliance with all local, CENTCOM, and other requirements that are provided as GFI.

C.3.4.2 Chief Engineer

C.3.4.2.1 The Chief Engineer shall lead trade studies, test, evaluation, and integration activities as directed by AGC to maintain the long-term sustainment of AGC's airborne mapping data production. The most promising technologies will be rigorously tested in the laboratory, flight, and operational environments, and, ultimately, may be integrated into the operational systems. The Chief Engineer may lead the integration of existing GFE sensor(s) on new platform(s), integration of advanced sensors into new or existing platforms, and trade studies of the new technologies

C.3.4.3 Chief Pilot

C.3.4.3.1 The Chief Pilot will supervise all aircraft personnel, including pilots, mechanics, technicians, and sensor operators. In coordination with the Program Manager and Site Leads, the Chief Pilot is responsible for defining, communicating and enforcing the policies and procedures related to flight operations as well as the readiness of the personnel while off duty.

C.3.5 Personnel Management

C.3.5.1 The Contractor shall recruit, vet, prepare, hire, train, replace, and retain personnel to ensure the appropriate background, knowledge, and skills for the performance of this contract are met.

C.3.5.2 The Contractor shall provide for transportation and rotation of personnel.

C.3.5.3 The Contractor shall develop and test procedures for evacuation; notification of next of kin; and continued care for personnel injured, wounded, or killed while performing contract duties and shall apply those procedures as required.

C.3.5.4 The Contractor shall deploy into contingency areas of operation, when required by the Government, or combat zones to provide onsite technical expertise, operational support, or training on proper utilization of Government capabilities and services. The Contractor shall comply with all rules and regulations concerning deployment and re-deployment. The Government and Contractor will review the daily threat and intelligence reports for the specific areas of interest we are deployed to as part of the daily operations planning. The Government and Contractor will come to mutual determination whether to conduct operations based on these reports and the associated operations / mission profile.

C.3.5.5 The Contractor shall ensure that all deployed personnel are processed through a CRC or similar approved replacement center, as required in accordance with DoD guidance.

C.3.5.6 The Contractor shall ensure employees performing services under this contract are controlled, directed, and supervised at all times by management personnel of the Contractor.

C.3.5.7 The Contractor's management shall ensure that employees properly comply with the performance standards outlined in this PWS and as required by the Contracting Officer or the COR.

C.3.5.8 The Contractor employees shall perform independent of and without the supervision of any Government official.

C.3.6 Quality

C.3.6.1 The Contractor shall develop and use a process for testing data quality.

C.3.6.2 The Contractor shall develop and use data quality and other metrics to assess and demonstrate the effectiveness of the technical approach.

C.3.6.3 The Contractor shall develop and use a process for collection and analysis of lessons learned.

C.3.6.4 The Contractor shall use QC and QA procedures to ensure proper oversight for personnel, training, facilities, equipment, supplies, services, and subcontractors.

C.4 GOVERNMENT FURNISHED INFORMATION, EQUIPMENT AND SERVICES

The Contractor shall furnish everything required to perform the requirements of this PWS except for the items listed below that will be provided by the Government. The Contractor shall furnish the following equipment: Eight (8) FAA-certified aircraft that meet the HR3DGI operational requirement and support equipment to maintain the safe operation of the aircraft. The COR will provide the following at or by contract commencement:

C.4.1 The Government will provide the following information:

C.4.1.1 Location where each system will be based at contract award if known, or as soon as notified by customer after contract award.

C.4.1.2 DD 1423 to be provided upon contract award.

C.4.1.3 DoD flight information publications, updates, and supplements appropriate to the area of operations thirty (30) days after contract award

- C.4.1.4 A LOA for Contractor personnel to permit attendance at a CRC or similar approved replacement center, in accordance with DoD guidance. The LOA will validate, at a minimum, their Contractor employment, GS equivalency (GS 12 or 13), and authority to process within twenty (20) days of contract award.
- C.4.1.5 Applicable installation, facility, and area commander installation and facility access and local security policies and procedures upon deployment date.
- C.4.1.6 Requirements for AOR-specific AT awareness training and local deployment requirements and documentation. The COR will provide this information (required training, country clearance requirements, and local deployment requirements and documentation) as GFI at contract award.
- C.4.1.7 Local AT/OPSEC policies, including required compliance with laws and regulations, pre-deployment requirements, required training (per combatant command guidance), and personnel data requirements provided by the COR as GFI at contract award.
- C.4.1.8 Country and theater clearance requirements and combatant commander and subordinate task force commander policies and directives provided by the COR as GFI at contract award.
- C.4.1.9 Specific requirements that must be met for access to Government information systems as GFI at contract award.
- C.4.2 The Government will provide the following equipment:
- C.4.2.1 The Government will provide all required sensors, including:
- Six (6) Optech ALTM LIDAR sensors at deployment site no later than sixty (60) days from contract award
 - Two (2) Sigma Space LIDAR sensors at deployment site no later than sixty (60) days from contract award
 - Three (3) Optech ALTM Orion H300 LIDAR sensors at deployment site no later than sixty (60) days from contract award
 - Sixteen (16) KEYW EO 1C+ Framing Cameras at deployment site no later than sixty (60) days from contract award
 - Three (3) Vision Map Mapping Cameras at deployment site no later than sixty (60) days from contract award
 - One (1) Optech LYNX Mobile Mapping LIDAR/EO system at deployment site no later than sixty (60) days from contract award
 - Optionally, one or more advanced technology COTS linear-mode LIDAR sensors (e.g., Leica ALS80-HA) for testing or upgrades of existing sensors.
 - Optionally, one or more advanced technology COTS EO sensors (e.g., KEYW Aeroptic Mapping System) for testing or upgrades of existing sensors.

- C.4.2.1 The Government will provide two (2) Arrow UAS and Ground Control Stations (GCS), fully modified and equipped to provide services as an airborne mapping platform.
- C.4.2.2 All GOTS and COTS software that is required for use in operation of the system. It has been established that this software is compatible with Government-approved networks and flight systems. GOTS software items include:

Developer	Software
GIA	Normalize.exe
GIA	EGM08 converter
GIA	Geoid09 Converter
Johns Hopkins	
APL	BuckeyeApp.exe (EO automated alignment software)
Leidos	DiskExtract
Leidos	LASupdater
Leidos	Image normalization software
Leidos	Buckeye GDAL application for downsampling images
Leidos	GPU-Ortho.exe
Leidos	Generate orthophotos in KML format
Leidos	Fill Nulls utility
USACE	HyperCube
Woolpert	TOFRCLI, TOFRUTILS, boresight, AdjustSBET_GPS

COTS software items include those items listed in Section C.2.2.2.3 and those in the following list:

Vendor	Software
Adobe	Lightroom
Kakadu	kdu_compress.exe
ERSI	ArcMap
Novatel	Waypoint
BlueMarble	GlobalMapper

- C.4.2.3 Eight (8) PRC-117 radios at deployment sites no later than sixty (60) days from contract award.
- C.4.2.4 ALTM software and any other ITAR-restricted equipment or information at the operating sites at deployment site no later than sixty (60) days from contract award.
- C.4.2.5 Vehicle for the installation of the terrestrial LIDAR sensors that can operate in any environment such as an active combat zone where continuing contingency operations are ongoing at deployment site no later than three (3) days prior to start of terrestrial collection.
- C.4.3 The Government will provide the following services and facilities:
- C.4.3.1 Mission scheduling and planning sufficient to allow Air Operations Center airspace coordination and ATO development within 72 hours prior to mission.

- C.4.3.2 Coordination with Tactical Air Control facilities for emergency or pop-up mission requirements within twelve (12) hours of mission
- C.4.3.3 Access to CF weather facilities daily prior to mission.
- C.4.3.4 Access to mission profile intelligence briefing for threat identification and assessment daily prior to mission
- C.4.3.5 Access to CF airfields as required for mission performance daily prior to mission.
- C.4.3.6 Flight oversight of all airspace and aviation procedures by the OCONUS TM or designated equivalent daily prior to mission.
- C.4.3.7 Flight profiles that will avoid areas where hostile air threat activities are known to exist or are anticipated to occur based on current threat assessments provided daily prior to mission.
- C.4.3.8 A secure base of operations daily from start to finish of deployment.
- C.4.3.9 The Government will provide all necessary utilities (e.g. water, power, fuel) to support operations in areas where they are not commercially available to the contractor daily from start to finish of deployment.
- C.4.3 10 Housing and office locations at forward deployed locations while operating in areas where these items are not commercially available daily from start to finish of deployment.
- C.4.3.11 A secure OCONUS facility for any data processing of classified data daily from start to finish of deployment.
- C.4.3.12 Adequate office space that includes adequate power supply and cooling for Contractor personnel who are required to work onsite at Government facilities as part of performing this effort daily from start to finish of deployment.
- C.4.3.13 The Government will provide adequate security for personnel, aircraft, and the terrestrial collection system when operating in any environment such as an active combat zone where continuing contingency operations are ongoing daily from start to finish of deployment.
- C.4.3.14 A group CRC class (or equivalent) to begin no later than Day 30 of the initial sixty (60)-day transition.
- C.4.3.15 OCONUS HAZMAT and shipping inspectors as required for remobilization thirty (30) days from final date of remobilization.

C.4.3.16 Military transport as required for mobilization, remobilization, and shipment of spares and equipment depending upon the theater of operations as required.

C.5 MEETINGS

C.5.1 Kick-Off Meeting: The Contractor shall conduct a Kick-Off Meeting two (2) weeks after contract award telephonically, at AGC in Alexandria, VA or at the Contractor's facility.

C.5.2 Program Management Review Meetings: The Contractor shall conduct Program Management Reviews monthly telephonically, at AGC in Alexandria, VA or at the Contractor's facility.

C.5.3 Weekly Status Review: The Contractor shall conduct weekly technical status updates telephonically with the COR and in-theater Government representatives.

C.6 DOCUMENTATION

The Contractor shall deliver to the COR all documents and materials as deliverables developed under this effort for inspection and acceptance. The Contractor shall provide all document deliverables in hard copy, submitted via electronic disk, or secure communications in accordance with the DD1423. The Contractor shall document all work performed under this effort as follow:

C.6.1 The Contractor shall provide monthly reports on the 10th day of each month beginning the month after contract award. The Contractor shall deliver the monthly status reports via secure communications to the COR on the tenth day of each month after contract award. The Contractor shall provide monthly status reports summarizing current program accomplishments measured against the tasks outlined previously, identification and summary of any unresolved problems, incurred costs, meetings attended, planned activities for the next month, issues, and recommendations. The Contractor shall ensure the monthly report includes a spending plan for the period of performance; actual expenditures to date; actual expenditures for the month just ended; and monthly and cumulative variation of actual expenditures from the planned expenditures. The Contractor shall include in the spending plan all costs to include labor, overhead expenses, description (to include cost and results obtained) of each trip taken in the previous month, and fees. The Contractor shall include detailed copies of all invoices submitted to date for payment from both the Prime Contractor as well as all Sub Contractors. The Contractor shall ensure each invoice details the labor categories, labor rates, labor hours, and all Other Direct Costs (ODCs). The Contractor shall also answer the following questions within the monthly reports:

- Is the job progressing on schedule?
- What is the percent of completion?
- What is the dollar value completed?
- What is the total number of contract employees currently on contract?
What is the total number of new employees placed on contract this month?

- Was Contractor Manpower Reporting (CMR) performed during the monthly reporting period? If so, what information was entered?
- What are names of the Contractor personnel, who are/were deployed during the period covered by this monthly report?

C.6.2 The Contractor shall provide to the COR a weekly status report.

C.6.3 The Contractor shall provide daily maintenance reports that adhere to the following:

- The Contractor shall provide daily maintenance reports (by fax or secured email transmission) to the COR and any other TPOC each day not later than 1700 deployment site time.
- The Contractor shall ensure the daily maintenance report contains any adjustments and changes that are made to the system, current airframe and system readiness and logistics issues, upcoming TBO replacements, Programmed Maintenance Schedule, estimated FMC dates for inoperable aircraft or systems, and the status of all deployed personnel and equipment.

C.6.4 The Contractor shall provide to the COR an accident report and a serious incident and compliance report no later than one (1) day after an accident or serious incident.

C.6.5 Final Report: The Contractor shall submit a draft Final Report one (1) month prior to the end of the contract to the COR for review. The COR will review the draft Final Report within two (2) weeks. The Contractor shall provide a revised Final Report based on COR comments one (1) week prior to the end of the contract.

C.6.6 The Contractor shall submit a Property Control Plan to the COR upon contract award.

C.6.7 The Contractor shall submit a Transition Plan to the COR upon contract award.

C.6.8 The Contractor shall submit an OPSEC plan to the COR upon contract award.

C.7 DELIVERABLES

Number	Deliverable	Delivery
A001	LIDAR Point Clouds	As requested by the COR
A002	DEM	As requested by the COR
A003	Bare Earth DEM	As requested by the COR
A004	LIDAR Intensity Image	As requested by the COR
A005	Individual Image Orthophotos	As requested by the COR
A006	Orthophoto Mosaics	As requested by the COR
A007	Terrestrial LIDAR Point Clouds with RGB	As requested by the COR
A008	Terrestrial LIDAR Point Clouds with Intensity	As requested by the COR
A009	Terrestrial Images	As requested by the COR

A010	Flight Records and Mission Reports	By 10th day of each calendar month
A011	Maintenance Report	Per Maintenance Event
A012	Monthly Status Reports	By 10th day of each calendar month
A013	Weekly Status Reports	Weekly
A014	Daily Maintenance Report	Daily
A015	Final Report	Draft – one(1) month prior to the end of the contract Final – one (1) week prior to the end of the contract
A016	Property Control Plan	Within one (1) week after contract award
A017	Transition Plan	Within one (1) week after contract award
A018	OPSEC Plan	Within one (1) week after contract award
A019	Presentation Materials	As requested by the COR
A020	Accidents, Serious Incidents, and Compliance Reports Incidents, and Compliance Reports	No later than one (1) day after event
A021	Remobilization Plan	Within one (1) week after the exercise of option four (4)
A022	Quality Control Plan	Within 30 Days of Contract Award
A023	Interim Advanced Sensor Test Report (See Sec. C.2.6)	Six (6) months after contract award
A024	Final Advanced Sensor Test Report (See Sec. C.2.6)	Six (12) months after contract award

The Government shall have up to thirty (30) calendar days to complete the review of each deliverable submitted, and accept or provide comments regarding the deliverable in writing. All written comments received by Leidos shall be incorporated into the final deliverable and resubmitted to the Government within ten (10) working days after receipt.

C.8 TRAVEL

To the maximum possible extent, the Contractor shall provide electronic media over existing secure high bandwidth or other secure communications links rather than by Contractor travel. The Contractor shall travel between the Contractor's facility and OCONUS locations as required to carry out the tasks specified in this PWS.

C.9 SECURITY

C.9.1 The Contractor shall maintain at least a Top Secret Facility Clearance and make available approved Secret storage sufficient to accommodate the needs of this PWS.

C.9.2 The Contractor shall provide personnel who have clearances in place, enabling the capability for the Government to authorize access to Sensitive Compartmented Information (SCI).

C.10 DISTRIBUTION STATEMENT E

The Contractor shall distribute all information generated from this PWS in accordance with the following distribution statement:

C.11 AT/OPSEC REQUIREMENTS

- C.11.1 Contractor employees and all associated subcontractors' employees requiring access to Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 14 calendar days after contract start date or the effective date of incorporation of this requirement into the contract, whichever is applicable. AT level I awareness training is available at the following website: <https://atlevel1.dtic.mil/at>. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee to the COR within seven calendar days after completion of training by all employees and subcontractor personnel. This includes new contractor employees as they are assigned.
- C.11.2 Contractor employees and all associated subcontractor employees shall comply with applicable installation, facility and area commander installation / facility access and local security policies and procedures (provided by the COR as GFI at contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable) such as wearing of ID Badges, etc. The contractor shall also provide all information locally required for background checks to meet installation access requirements to be accomplished by the installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements as requested by the COR based on DOD, HQDA and/or local policy. In addition, should the Force Protection Condition (FPCON) at any individual facility or installation change, the COR may require changes in contractor security matters or processes. During FPCON Charlie and Delta and other required postures such as a Lockdown, Shelter In Place or Evacuation, contractor employees will resume work as soon as possible after the FPCON has been lowered or the posture returned to normal operations. This pertains to real situations and exercises.
- C.11.3 The Contractor and all associated subcontractors shall ensure that all their employees participate in local training as required by the COR based on the local Anti-Terrorism Officer (ATO) requirements, such as local iWatch training, to inform employees of the types of behavior to look out for and instruct employees to report suspicious activity to the COR.
- C.11.4 The Contractor and all associated subcontractors shall ensure that all local clearance procedures (i.e. return of ID badges provided by the COR as GFI at contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable) are followed for departing contractor employees and subcontractor employees.
- C.11.5 US-based contractor employees and associated subcontractor employees who will perform work OCONUS will receive area of responsibility (AOR) specific AT awareness training as directed by AR 525-13 and meet all country clearance requirements per the Personnel Policy Guidance (PPG) and local deployment requirements and documentation. The COR will provide information (required training, country clearance

requirements and local deployment requirements / documentation) as GFI at contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable.

- C.11.6 Contractor employees and associated subcontractor employees, who are authorized to accompany US Armed Forces deployed outside the US in contingency operations; humanitarian or peacekeeping operations; or other military operations or exercises, when designated by the combatant commander, shall comply with local AT / OPSEC policies. These policies include required compliance with laws and regulations, pre-deployment requirements, required training (per combatant command guidance), personnel data requirements to address before deployment, and required documentation. The COR will provide these policies as GFI at contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable.
- C.11.7 Non-local national (not citizens of the foreign country of performance or delivery) contractor employees and associated subcontractor employees who are required to provide performance or delivery in a foreign country are to comply with country and theater clearance requirements and allow the combatant commander to exercise oversight to ensure the contractor's compliance with combatant commander and subordinate task force commander policies and directives. The COR will provide this information (requirements, policies and directives) as GFI at contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable.
- C.11.8 Contractors and all associated sub-contractors who will handle or have access to Classified Information are to be directed to analyze FAR 52.204-2, Security Requirements. This clause involves access to information classified "Confidential," "Secret," or "Top Secret" and requires contractors to comply with: The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); and any revisions to DOD 5220.22-M, notice of which is to be provided by the COR as GFI at contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable.
- C.11.9 Contractor personnel and associated sub-contractor personnel who require access to Government Information Systems must successfully complete the DOD Information Assurance Awareness training, and all other mandatory IA training / forms, which are required by the Government Organization(s) that controls the system(s) that the Contractor requires access to, before accessing these Government information system(s). The DOD Information Assurance Awareness training must be completed annually thereafter. The COR will provide the Contractor with the specific requirement(s) that must be met for access to these systems as GFI at contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable.

End of PWS

4.0. DELIVERY AND PERFORMANCE INFORMATION

See PWS for delivery and performance requirements.

5.0. LABOR CATEGORIES AND DESCRIPTIONS

Security Levels:

See Security Level Requirements in the PWS

6.0. INVOICING INSTRUCTIONS

6.1 Invoice Content

(1) In addition to the requirements of a proper invoice as set forth in the Federal Acquisition Regulation, an invoice submitted in accordance with the clause titled Electronic Invoicing Process (January 2014), will contain the following:

- Name of the business concern, address, and telephone number
- Invoice date
- Invoice number
- Order Number
- ITSS (GSA ASSIST) Identification Number
- Task Order Number and any other authorization for delivery of property or services
- Accounting Control Transaction (ACT) number
- Item Number, National Stock Number (NSN) or other product identification number, description, price, and quantity of property or services actually delivered or rendered
- Breakout of amount claimed by Contract Task Item Number or Contract Line Item Number
- Shipping and payment terms
- Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent. The "remit to" address must correspond to the remittance address in the Order.
- Cumulative amount invoiced of current performance period
- Cumulative percent invoiced of current performance period

Cost-Reimbursable and Labor Hour/Time and Material Orders will include:

- labor category;
- hours worked per labor category;
- rate per labor category;
- total cost per labor category;
- extended or "cumulative" amount per labor category;
- total travel costs incurred this invoice period;
- total travel costs to date;
- total of any other costs incurred this invoice period;
- amount obligated Contract as of the invoice period;
- total value of the Contract for the performance period invoiced;
- total amount invoiced to date;
- total amount paid to date;
- total of all costs incurred and invoiced;

total amount incurred but not paid to date;
burn rate for the current invoice; and
average monthly burn rate of the performance period invoiced.

Travel – Name of traveler, date(s) of travel, location of travel, dollar amount of travel, and receipts for all travel expenses greater than \$_____ (\$75.00 unless a different number is inserted).

Other Direct Costs (ODC) – Description of the ODC, quantity, unit price and total price/cost of each ODC.

(2) Invoices will be submitted in accordance with the following schedules:

Fixed-Price Contracts – At least five days after the end of the month in which the item(s) or services were delivered and accepted by the Government.

Cost-Reimbursement, Time-And-Materials and Labor-Hour Contracts – Not later than the twenty-fifth day of the month following the end of any monthly billing period.

(3) Additional instructions may be provided by the Contracting Officer, Contracting Officer's Representative, or the Customer Account Manager, immediately following the award of the Contract or during Contract administration to ensure compliance with GSA or GSA Customer Agency requirements or policies.

6.2 Electronic Invoicing Procedures

Electronic Invoicing Process (December 2014). GSA employs Electronic Commerce in Contracting to the maximum extent practicable. Contractors will use the GSA Assisted Acquisition Service Business System (ASSIST), also known as IT Solutions Shop (ITSS) at <https://portal.fas.gsa.gov> to submit invoices. All invoice information, to include attached documents, will be submitted to ASSIST via the Central Invoice Service (CIS).

(1) For each invoice, the contractor will complete the required fields provided in ASSIST CIS and must attach a copy of the invoice. Assistance in using the GSA ASSIST CIS application and answers to related questions may be obtained via email at aasbs.helpdesk@gsa.gov or by calling (877) 472-4877.

(2) The Invoice Form will include all active Task Items on the contract. The contractor will enter the invoice amount in dollars and cents for each Task Item.

(3) Additional instructions may be provided by the Contracting Officer, Contracting Officer's Representative, or the Customer Account Manager, immediately following the award of the contract or during contract administration to further enhance the use of Electronic Commerce in Contracting or to ensure compliance with GSA or GSA Customer Agency requirements or policies.

(4) To ensure accuracy and timely review of invoices, the offeror shall, at the time of submission, confirm that the offeror's entity is registered in ITSS. Further, the offeror shall provide, with the proposal, the name of the Point of Contact associated with the offeror's

registered ITSS entity. Additionally, the offeror shall include the offeror's DUNS and CAGE codes with the submission, and with each invoice provided for payment.

7.0. SOLICITATION PROVISIONS AND TASK ORDER CLAUSES

All Applicable and Required provisions/clauses set forth in FAR 52.301 automatically flow down to all OASIS task orders, based on their specific contract type (e.g. cost, fixed price, etc.), statement of work, competition requirements, commercial or not commercial, and dollar value as of the date the task order solicitation is issued. Representation and Certification Provisions from the OASIS master contracts automatically flow down to all OASIS task orders.

7.1. FAR Optional and Agency specific Task Order Provisions/Clauses. The following additional provisions and clauses apply to this task order:

CLAUSES INCORPORATED BY FULL TEXT

52.005-4401 RELEASE OF INFORMATION BY MANUFACTURERS, RESEARCH ORGANIZATIONS, EDUCATIONAL INSTITUTIONS, AND OTHER COMMERCIAL ENTITIES HOLDING ARMY CONTRACTS (AUG 2006)

Army Regulation AR 360-1, para 5-48 and Appendix D, prescribes Department of the Army policies on the review and clearance of materials proposed for release to the public by all entities holding Army contracts and/or assistance instruments. This clause is intended to provide safeguards against the accidental release of proprietary or classified information.

The contractor shall forward the information proposed for public release, along with a cover transmittal letter, identifying the contract/instrument number, the specific information to be released, the medium to be used, and the purpose of the release, to the cognizant Contracting Officer's Representative. The Government will have no longer than sixty (60) calendar days to review the proposed release of information. During this 60-day period, the contractor and the Government agree to confer and consult with each other to ensure that no proprietary or classified information is released.

The contractor shall assure that an acknowledgment of Government support and disclaimer of Government endorsement as set forth below shall appear on each publication or presentation of material based on or developed under this program. These statements shall appear either on the title/first page or the final page of such documents -

"The research reported in this document/presentation was performed in connection with contract/instrument W911QX-YY-C-NNNN with the U.S. Army Research Laboratory. The views and conclusions contained in this document/presentation are those of the authors and should not be interpreted as presenting the official policies or position, either expressed or implied, of the U.S. Army Research Laboratory or the U.S. Government unless so designated by other authorized documents. Citation of manufacturer's or trade names does not constitute an official endorsement or approval of the use thereof. The

U.S. Government is authorized to reproduce and distribute reprints for Government purposes notwithstanding any copyright notation hereon."

(End of clause)

52.045-4400 GOVERNMENT FURNISHED PROPERTY DELIVERY SCHEDULE (AUG 1999)

The following Government property will be furnished to the Contractor in accordance with the following schedule:

The Government will also provide all equipment listed within the PWS paragraph C.4.2 as required per mission requirements.

52.045-4401 GOVERNMENT FURNISHED MATERIAL - DOCUMENTATION (AUG 1999)

Any requisitioning documentation necessary to obtain Government furnished material as set forth in the PWS will be prepared by the Contractor.

(End of clause)

52.045-4405 REPORTS OF GOVERNMENT PROPERTY (OCT 2011)

In accordance with DFARS 252.245-7001 and 245.505-14, the Contractor shall provide an annual report, of all DoD property for which the contractor is accountable under this contract, categorized as follows:

- (1) Acquisition cost of:
 - (i) Land and rights therein;
 - (ii) OPE (see 245.301);
 - (iii) IPE (see 245.301);
 - (iv) Special test equipment to which the Government has title (see FAR 45.101);
 - (v) Special tooling to which the Government has title (see FAR 45.101);
 - (vi) Agency-peculiar (military) property including reparables and other end items or components for which the Government continues to maintain an asset record while it is with the contractor (see FAR 45.301 and 245.301);
 - (vii) Government material, including Government-furnished and contractor-acquired (see FAR 45.301 and FAR 45.101).
- (2) Quantity of:
 - (i) Land (in acres);
 - (ii) OPE;
 - (iii) IPE;

- (iv) Special test equipment;
- (v) Special tooling;
- (vi) Agency-peculiar (military) property.

- (3) Additions to and deletions from the contract, in dollars, of:
 - (i) Land and rights therein;
 - (ii) Other real property;
 - (iii) OPE;
 - (iv) IPE;
 - (v) Special test equipment;
 - (vi) Special tooling.

The above report shall be as of September 30 each year. In accordance with 245.505-14(b), those property-bearing contracts which are closed with zero property balances prior to September 30 shall be reported at the time the property balances become zero. The prime contractor shall flow this reporting requirement to include DoD property in the possession of subcontractors. The prime contractor is responsible for reporting to DoD all property accountable to the contract, including that at the subcontractor and alternate locations. The contractor shall prepare the report on DD Form 1662 (June 2003 or later version), DoD Property in the Custody of Contractors, or an approved substitute, and shall furnish it, in duplicate, to the Contract Officer Representative or Technical point of contact no later than October 31 of each year. (End of clause)

52.046-4401 KEY PERSONNEL (FEB 2000)

The Contractor shall notify the Government in the event of a transition (replacing or removal) of key personnel (those individuals addressed in the Contractors proposal) working under this contract. The Government reserves the right to review the qualifications of any Contractor personnel proposed to replace existing key personnel and accept/reject the individual based on its judgment that the individual can perform similarly as the transitioned personnel.

(End of clause)

52.21-9 – 8 OPTION TO EXTEND THE TERM OF THE CONTRACT(MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor Within 30 days; provided that the Government gives the Contractor a , preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension (b) If the Government exercises this option, the extended contract shall be considered to include this option clause. (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years, six month..

(End of Clause)

52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice

of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years, 6 months.

(End of Clause)

FAR Clause 52.244-2 Subcontracts (Oct 2010) (a) *Definitions*. As used in this clause—

“Approved purchasing system” means a Contractor’s purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR)

“Consent to subcontract” means the Contracting Officer’s written consent for the Contractor to enter into a particular subcontract.

“Subcontract” means any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contract or a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

(b) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (c) or (d) of this clause.

(c) If the Contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that-

(1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or

(2) Is fixed-price and exceeds—

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or

(ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold or 5 percent of the total estimated cost of the contract.

(d) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer’s written consent before placing the following subcontracts:

Any subcontract meeting the above not approved prior to award

(e)(1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (b), (c), or (d) of this clause, including the following information:

- (i) A description of the supplies or services to be subcontracted.
- (ii) Identification of the type of subcontract to be used.
- (iii) Identification of the proposed subcontractor.
- (iv) The proposed subcontract price.
- (v) The subcontractor's current, complete, and accurate certified cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.
- (vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.
- (vii) A negotiation memorandum reflecting -
 - (A) The principal elements of the subcontract price negotiations;
 - (B) The most significant considerations controlling establishment of initial or revised prices;
 - (C) The reason certified cost or pricing data were or were not required;
 - (D) The extent, if any, to which the Contractor did not rely on the subcontractor's certified cost or pricing data in determining the price objective and in negotiating the final price;
 - (E) The extent to which it was recognized in the negotiation that the subcontractor's certified cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;
 - (F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and
 - (G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

(2) The Contractor is not required to notify the Contracting Officer in advance of entering into any subcontract for which consent is not required under paragraph (b), (c), or (d) of this clause.

(f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination -

- (1) Of the acceptability of any subcontract terms or conditions;
- (2) Of the allowability of any cost under this contract; or
- (3) To relieve the Contractor of any responsibility for performing this contract.

(g) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-4(c)(4)(i).

(h) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.

(i) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR Subpart 44.3.

(j) Paragraphs (c) and (e) of this clause do not apply to the following subcontracts, which were evaluated during negotiations:

(End of Clause)

252.225-7040 (DEV)

252.225-7040 CONTRACTOR PERSONNEL AUTHORIZED TO ACCOMPANY U.S. ARMED FORCES DEPLOYED OUTSIDE THE UNITED STATES (DEVIATION 2013-00015)(JUN 2013)

(a) Definitions. As used in this clause—

“Combatant Commander” means the commander of a unified or specified combatant command established in accordance with 10 U.S.C. 161.

“Designated operational area” means a geographic area designated by the combatant commander or subordinate joint force commander for the conduct or support of specified military operations.

“Law of war” means that part of international law that regulates the conduct of armed hostilities. The law of war encompasses all international law for the conduct of hostilities binding on the United States or its individual citizens, including treaties and international agreements to which the United States is a party, and applicable customary international law.

“Subordinate joint force commander” means a sub-unified commander or joint task force commander.

(b) General.

(1) This clause applies when Contractor personnel are authorized to accompany U.S. Armed Forces deployed outside the United States in—

- (i) Contingency operations;
- (ii) Humanitarian or peacekeeping operations; or
- (iii) Other military operations or military exercises, when designated by the Combatant Commander.

(2) Contract performance in support of U.S. Armed Forces deployed outside the United States may require work in dangerous or austere conditions. Except as otherwise

provided in the contract, the Contractor accepts the risks associated with required contract performance in such operations.

(3) Contractor personnel are civilians accompanying the U.S. Armed Forces.

(i) When authorized in accordance with paragraph (j) of this clause to carry arms for personal protection, Contractor personnel are only authorized to use force for individual self-defense.

(ii) Unless immune from host nation jurisdiction by virtue of an international agreement or international law, inappropriate use of force by contractor personnel authorized to accompany the U.S. Armed Forces can subject such personnel to United States or host nation prosecution and civil liability (see paragraphs (d) and (j)(3) of this clause).

(4) Service performed by Contractor personnel subject to this clause is not active duty or service under 38 U.S.C. 106 note.

(c) Support.

(1)(i) The Combatant Commander will develop a security plan for protection of Contractor personnel in locations where there is not sufficient or legitimate civil authority, when the Combatant Commander decides it is in the interests of the Government to provide security because—

(A) The Contractor cannot obtain effective security services;

(B) Effective security services are unavailable at a reasonable cost; or

(C) Threat conditions necessitate security through military means.

(ii) The Contracting Officer will include in the contract the level of protection to be provided to Contractor personnel.

(iii) In appropriate cases, the Combatant Commander may provide security through military means, commensurate with the level of security provided DoD civilians.

(2)(i) Generally, all Contractor personnel authorized to accompany the U.S. Armed Forces in the designated operational area are authorized to receive resuscitative care, stabilization, hospitalization at level III military treatment facilities, and assistance with patient movement in emergencies where loss of life, limb, or eyesight could occur. Hospitalization will be limited to stabilization and short-term medical treatment with an emphasis on return to duty or placement in the patient movement system.

(ii) When the Government provides medical treatment or transportation of Contractor personnel to a selected civilian facility, the Contractor shall ensure that the Government is reimbursed for any costs associated with such treatment or transportation.

(iii) Medical or dental care beyond this standard is not authorized unless specified elsewhere in this contract.

(3) Unless specified elsewhere in this contract, the Contractor is responsible for all other support required for its personnel engaged in the designated operational area under this contract.

(4) Contractor personnel must have a Synchronized Predeployment and Operational Tracker (SPOT)-generated letter of authorization signed by the Contracting Officer in order to process through a deployment center or to travel to, from, or within the designated operational area. The letter of authorization also will identify any additional authorizations, privileges, or Government support that Contractor personnel are entitled to under this contract.

(d) Compliance with laws and regulations.

(1) The Contractor shall comply with, and shall ensure that its personnel authorized to accompany U.S. Armed Forces deployed outside the United States as specified in paragraph (b)(1) of this clause are familiar with and comply with, all applicable—

(i) United States, host country, and third country national laws;

- (ii) Provisions of the law of war, as well as any other applicable treaties and international agreements;
 - (iii) United States regulations, directives, instructions, policies, and procedures; and
 - (iv) Orders, directives, and instructions issued by the Combatant Commander, including those relating to force protection, security, health, safety, or relations and interaction with local nationals.
- (2) The Contractor shall institute and implement an effective program to prevent violations of the law of war by its employees and subcontractors, including law of war training in accordance with paragraph (e)(1)(vii) of this clause.
- (3) The Contractor shall ensure that contractor employees accompanying U.S. Armed Forces are aware—
- (i) Of the DoD definition of “sexual assault” in DoDD 6495.01, Sexual Assault Prevention and Response Program;
 - (ii) That the offenses addressed by the definition are covered under the Uniform Code of Military Justice (see paragraph (e)(2)(iv) of this clause). Other sexual misconduct may constitute offenses under the Uniform Code of Military Justice, Federal law, such as the Military Extraterritorial Jurisdiction Act, or host nation laws; and
 - (iii) That the offenses not covered by the Uniform Code of Military Justice may nevertheless have consequences to the contractor employees (see paragraph (h)(1) of this clause).
- (4) The Contractor shall report to the appropriate investigative authorities, identified in paragraph (d)(6) of this clause, any alleged offenses under—
- (i) The Uniform Code of Military Justice (chapter 47 of title 10, United States Code) (applicable to contractors serving with or accompanying an armed force in the field during a declared war or contingency operations); or
 - (ii) The Military Extraterritorial Jurisdiction Act (chapter 212 of title 18, United States Code).
- (5) The Contractor shall provide to all contractor personnel who will perform work on a contract in the deployed area, before beginning such work, information on the following:
- (i) How and where to report an alleged crime described in paragraph (d)(4) of this clause.
 - (ii) Where to seek victim and witness protection and assistance available to contractor personnel in connection with an alleged offense described in paragraph (d)(4) of this clause.
- (6) The appropriate investigative authorities to which suspected crimes shall be reported include the following—
- (i) US Army Criminal Investigation Command at <http://www.cid.army.mil/reportacrime.html>;
 - (ii) Air Force Office of Special Investigations at <http://www.osi.andrews.af.mil/library/factsheets/factsheet.asp?id=14522>;
 - (iii) Navy Criminal Investigative Service at <http://www.ncis.navy.mil/Pages/publicdefault.aspx>;
 - (iv) Defense Criminal Investigative Service at <http://www.dodig.mil/HOTLINE/index.html>;
 - (v) To any command of any supported military element or the command of any base.
- (7) Personnel seeking whistleblower protection from reprisals for reporting criminal acts shall seek guidance through the DoD Inspector General hotline at 800-424-9098 or www.dodig.mil/HOTLINE/index.html. Personnel seeking other forms of victim or witness protections should contact the nearest military law enforcement office.
- (8) The Contractor shall ensure that Contractor employees accompanying the U.S. Armed Forces are aware of their rights to—

- (A) Hold their own identity or immigration documents, such as passport or driver's license;
- (B) Receive agreed upon wages on time;
- (C) Take lunch and work-breaks;
- (D) Elect to terminate employment at any time;
- (E) Identify grievances without fear of reprisal;
- (F) Have a copy of their employment contract in a language they understand;
- (G) Receive wages that are not below the legal in-country minimum wage;
- (H) Be notified of their rights, wages, and prohibited activities prior to signing their employment contract; and
- (I) If housing is provided, live in housing that meets host-country housing and safety standards.

(e) Pre-deployment requirements.

(1) The Contractor shall ensure that the following requirements are met prior to deploying personnel authorized to accompany U.S. Armed Forces. Specific requirements for each category may be specified in the statement of work or elsewhere in the contract.

(i) All required security and background checks are complete and acceptable.

(ii) All deploying personnel meet the minimum medical screening requirements and have received all required immunizations as specified in the contract. The Government will provide, at no cost to the Contractor, any theater-specific immunizations and/or medications not available to the general public.

(iii) Deploying personnel have all necessary passports, visas, and other documents required to enter and exit a designated operational area and have a Geneva Conventions identification card, or other appropriate DoD identity credential, from the deployment center. Any Common Access Card issued to deploying personnel shall contain the access permissions allowed by the letter of authorization issued in accordance with paragraph (c)(4) of this clause.

(iv) Special area, country, and theater clearance is obtained for personnel. Clearance requirements are in DoD Directive 4500.54, Official Temporary Duty Abroad, and DoD 4500.54-G, DoD Foreign Clearance Guide. Contractor personnel are considered non-DoD personnel traveling under DoD sponsorship.

(v) All personnel have received personal security training. At a minimum, the training shall—

(A) Cover safety and security issues facing employees overseas;

(B) Identify safety and security contingency planning activities; and

(C) Identify ways to utilize safety and security personnel and other resources appropriately.

(vi) All personnel have received isolated personnel training, if specified in the contract, in accordance with DoD Instruction 1300.23, Isolated Personnel Training for DoD Civilian and Contractors.

(vii) Personnel have received law of war training as follows:

(A) Basic training is required for all Contractor personnel authorized to accompany U.S. Armed Forces deployed outside the United States. The basic training will be provided through—

(1) A military-run training center; or

(2) A web-based source, if specified in the contract or approved by the Contracting Officer.

(B) Advanced training, commensurate with their duties and responsibilities, may be required for some Contractor personnel as specified in the contract.

(2) The Contractor shall notify all personnel who are not a host country national, or who are not ordinarily resident in the host country, that—

(i) Such employees, and dependents residing with such employees, who engage in conduct outside the United States that would constitute an offense punishable by imprisonment for more than one year if the conduct had been engaged in within the special maritime and territorial jurisdiction of the United States, may potentially be subject to the criminal jurisdiction of the United States in accordance with the Military Extraterritorial Jurisdiction Act of 2000 (18 U.S.C. 3621, et seq.);

(ii) Pursuant to the War Crimes Act (18 U.S.C. 2441), Federal criminal jurisdiction also extends to conduct that is determined to constitute a war crime when committed by a civilian national of the United States;

(iii) Other laws may provide for prosecution of U.S. nationals who commit offenses on the premises of U.S. diplomatic, consular, military or other U.S. Government missions outside the United States (18 U.S.C. 7(9)); and

(iv) In time of declared war or a contingency operation, Contractor personnel authorized to accompany U.S. Armed Forces in the field are subject to the jurisdiction of the Uniform Code of Military Justice under 10 U.S.C. 802(a)(10).

(f) Processing and departure points. Deployed Contractor personnel shall—

(1) Process through the deployment center designated in the contract, or as otherwise directed by the Contracting Officer, prior to deploying. The deployment center will conduct deployment processing to ensure visibility and accountability of Contractor personnel and to ensure that all deployment requirements are met, including the requirements specified in paragraph (e)(1) of this clause;

(2) Use the point of departure and transportation mode directed by the Contracting Officer; and

(3) Process through a Joint Reception Center (JRC) upon arrival at the deployed location. The JRC will validate personnel accountability, ensure that specific designated operational area entrance requirements are met, and brief Contractor personnel on theater-specific policies and procedures.

(g) Personnel data.

(1) The Contractor shall use the Synchronized Predeployment and Operational Tracker (SPOT) web-based system to enter and maintain the data for all Contractor personnel that are authorized to accompany U.S. Armed Forces deployed outside the United States as specified in paragraph (b)(1) of this clause.

(2) The Contractor shall enter the required information about their contractor personnel prior to deployment and shall continue to use the SPOT web-based system to maintain accurate, up-to-date information throughout the deployment for all Contractor personnel. Changes to status of individual Contractor personnel relating to their in-theater arrival date and their duty location, to include closing out the deployment with their proper status (e.g., mission complete, killed, wounded) shall be annotated within the SPOT database in accordance with the timelines established in the SPOT Business Rules.

(h) Contractor personnel.

(1) The Contracting Officer may direct the Contractor, at its own expense, to remove and replace any Contractor personnel who jeopardize or interfere with mission accomplishment or who fail to comply with or violate applicable requirements of this contract. Such action may be taken at the Government's discretion without prejudice to its rights under any other provision of this contract, including the Termination for Default clause.

(2) The Contractor shall have a plan on file showing how the Contractor would replace employees who are unavailable for deployment or who need to be replaced during deployment. The Contractor shall keep this plan current and shall provide a copy to the Contracting Officer upon request. The plan shall—

- (i) Identify all personnel who are subject to military mobilization;
- (ii) Detail how the position would be filled if the individual were mobilized; and
- (iii) Identify all personnel who occupy a position that the Contracting Officer has designated as mission essential.

(3) Contractor personnel shall report to the Combatant Commander or a designee, or through other channels such as the military police, a judge advocate, or an inspector general, any suspected or alleged conduct for which there is credible information that such conduct—

- (i) Constitutes violation of the law of war; or
- (ii) Occurred during any other military operations and would constitute a violation of the law of war if it occurred during an armed conflict.

(i) Military clothing and protective equipment.

(1) Contractor personnel are prohibited from wearing military clothing unless specifically authorized in writing by the Combatant Commander. If authorized to wear military clothing, Contractor personnel must—

- (i) Wear distinctive patches, arm bands, nametags, or headgear, in order to be distinguishable from military personnel, consistent with force protection measures; and
- (ii) Carry the written authorization with them at all times.

(2) Contractor personnel may wear military-unique organizational clothing and individual equipment (OCIE) required for safety and security, such as ballistic, nuclear, biological, or chemical protective equipment.

(3) The deployment center, or the Combatant Commander, shall issue OCIE and shall provide training, if necessary, to ensure the safety and security of Contractor personnel.

(4) The Contractor shall ensure that all issued OCIE is returned to the point of issue, unless otherwise directed by the Contracting Officer.

(j) Weapons.

(1) If the Contractor requests that its personnel performing in the designated operational area be authorized to carry weapons for personal protection, the request shall be made through the Contracting Officer to the Combatant Commander, in accordance with DoD Instruction 3020.41, enclosure 2, paragraph 4.e.(2). The Combatant Commander will determine whether to authorize in-theater Contractor personnel to carry weapons and what weapons and ammunition will be allowed.

(2) If the Contracting Officer, subject to the approval of the Combatant Commander, authorizes the carrying of weapons—

(i) The Contracting Officer may authorize the Contractor to issue Contractor-owned weapons and ammunition to specified employees; or

(ii) The [Contracting Officer to specify the appropriate individual, e.g., Contracting Officer's Representative, Regional Security Officer] may issue Government-furnished weapons and ammunition to the Contractor for issuance to specified Contractor employees.

(3) The Contractor shall ensure that its personnel who are authorized to carry weapons—

(i) Are adequately trained to carry and use them—

(A) Safely;

(B) With full understanding of, and adherence to, the rules of the use of force issued by the Combatant Commander; and

- (C) In compliance with applicable agency policies, agreements, rules, regulations, and other applicable law;
- (ii) Are not barred from possession of a firearm by 18 U.S.C. 922; and
 - (iii) Adhere to all guidance and orders issued by the Combatant Commander regarding possession, use, safety, and accountability of weapons and ammunition.
- (4) Whether or not weapons are Government-furnished, all liability for the use of any weapon by Contractor personnel rests solely with the Contractor and the Contractor employee using such weapon.
- (5) Upon redeployment or revocation by the Combatant Commander of the Contractor's authorization to issue firearms, the Contractor shall ensure that all Government-issued weapons and unexpended ammunition are returned as directed by the Contracting Officer.
- (k) Vehicle or equipment licenses. Contractor personnel shall possess the required licenses to operate all vehicles or equipment necessary to perform the contract in the designated operational area.
- (l) Purchase of scarce goods and services. If the Combatant Commander has established an organization for the designated operational area whose function is to determine that certain items are scarce goods or services, the Contractor shall coordinate with that organization local purchases of goods and services designated as scarce, in accordance with instructions provided by the Contracting Officer.
- (m) Evacuation.
- (1) If the Combatant Commander orders a mandatory evacuation of some or all personnel, the Government will provide assistance, to the extent available, to United States and third country national Contractor personnel.
 - (2) In the event of a non-mandatory evacuation order, unless authorized in writing by the Contracting Officer, the Contractor shall maintain personnel on location sufficient to meet obligations under this contract.
- (n) Next of kin notification and personnel recovery.
- (1) The Contractor shall be responsible for notification of the employee-designated next of kin in the event an employee dies, requires evacuation due to an injury, or is isolated, missing, detained, captured, or abducted.
 - (2) In the case of isolated, missing, detained, captured, or abducted Contractor personnel, the Government will assist in personnel recovery actions in accordance with DoD Directive 3002.01E, Personnel Recovery in the Department of Defense.
- (o) Mortuary affairs. Mortuary affairs for Contractor personnel who die while accompanying the U.S. Armed Forces will be handled in accordance with DoD Directive 1300.22, Mortuary Affairs Policy.
- (p) Changes. In addition to the changes otherwise authorized by the Changes clause of this contract, the Contracting Officer may, at any time, by written order identified as a change order, make changes in the place of performance or Government-furnished facilities, equipment, material, services, or site. Any change order issued in accordance with this paragraph (p) shall be subject to the provisions of the Changes clause of this contract.
- (q) Subcontracts. The Contractor shall incorporate the substance of this clause, including this paragraph (q), in all subcontracts when subcontractor personnel are authorized to accompany U.S. Armed Forces deployed outside the United States in—
- (1) Contingency operations;
 - (2) Humanitarian or peacekeeping operations; or
 - (3) Other military operations or military exercises, when designated by the Combatant Commander.

(End of clause)

ADDITIONAL FAR CLAUSES INCORPORATED BY REFERENCE

52.203-6 Alt I Restrictions On Subcontractor Sales To The Government (Sep 2006) --
Alternate I OCT 1995

52.204-2 Security Requirements AUG1996

52.204-7 Central Contractor Registration DEC 2012

52.215-10 Price Reduction for Defective Certified Cost or Pricing Data AUG 2011

52.215-11 Price Reduction for Defective Certified Cost or Pricing Data--Modifications
AUG 2011

52.215-12 Subcontractor Certified Cost or Pricing Data OCT 2010

52.215-13 Subcontractor Certified Cost or Pricing Data--Modifications OCT 2010

52.215-23 Limitations on Pass-Through Charges OCT 2009

52.216-8 Fixed Fee JUN 2011

52.222-29 Notification Of Visa Denial JUN 2003

52.223-10 Waste Reduction Program MAY 2011

52.225-14 Inconsistency Between English Version And Translation Of Contract
FEB 2000

52.227-1 Alt I Authorization And Consent (Dec 2007) - Alternate I APR 1984

52.227-10 Filing Of Patent Applications--Classified Subject Matter DEC 2007

52.228-3 Worker's Compensation Insurance (Defense Base Act) APR 1984

52.228-7 Insurance--Liability To Third Persons MAR 1996

52.232-1 Payments APR 1984

52.232-20 Limitation Of Cost APR 1984

52.232-22 Limitation Of Funds APR 1984

52.232-23 Assignment Of Claims JAN 1986

52.232-25 Prompt Payment OCT 2008

52.242-1 Notice of Intent to Disallow Costs APR 1984

52.242-3 Penalties for Unallowable Costs MAY 2001

52.242-4 Certification of Final Indirect Costs JAN 1997

52.242-15 Stop-Work Order AUG 1989

52.242-15 Alt I Stop-Work Order (Aug 1989) - Alternate I APR 1984

52.243-2 Changes--Cost-Reimbursement AUG 1987

52.243-2 Alt V Changes--Cost-Reimbursement (Aug 1987) - Alternate V APR 1984

52.245-1 Alt I Government Property (Apr 2012) Alternate I APR 2012

52.246-5 Inspection Of Services Cost-Reimbursement APR 1984

52.246-23 Limitation Of Liability FEB 1997

52.246-24 Limitation Of Liability--High-Value Items FEB 1997

52.247-63 Preference For U.S. Flag Air Carriers JUN 2003

52.249-6 Termination (Cost Reimbursement) MAY 2004

52.249-14 Excusable Delays APR 1984

52.246-3 Inspection of Supplies -- Cost-Reimbursement (May 2001)

52.246-5 Inspection of Services -- Cost-Reimbursement (Apr 1984)

52.222-2 Payment for Overtime Premiums (Jul 1990) (no fill in value)

DFARS Clauses Incorporated By Reference

252.201-7000	Contracting Officer's Representative DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials SEP 2011
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies DEC 2008
252.203-7002	Requirement to Inform Employees of Whistleblower Rights JAN 2009
252.203-7003	Agency Office of the Inspector General DEC 2012
252.203-7005	Representation Relating to Compensation of Former DoD Officials NOV 2011
252.204-7000	Disclosure Of Information DEC 1991
252.204-7003	Control Of Government Personnel Work Product APR 1992
252.204-7005	Oral Attestation of Security Responsibilities NOV 2001
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country DEC 2006
252.211-7007	Reporting of Government-Furnished Property AUG 2012
252.222-7002	Compliance With Local Labor Laws (Overseas) JUN 1997
252.222-7006	Restrictions on the Use of Mandatory Arbitration Agreements DEC 2010
252.225-7001	Buy American And Balance Of Payments Program DEC 2012
252.225-7005	Identification Of Expenditures In The United States JUN 2005
252.225-7006	Quarterly Reporting of Actual Contract Performance Outside the United States OCT 2010
252.225-7028	Exclusionary Policies And Practices Of Foreign Government APR 2003
252.225-7039	Contractors Performing Private Security Functions JUN 2012
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns SEP 2004
252.227-7013	Rights in Technical Data--Noncommercial Items FEB 2012
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation MAY 2013
252.227-7016	Rights in Bid or Proposal Information JAN 2011
252.227-7038	Patent Rights--Ownership by the Contractor (Large Business) JUN 2012
252.228-7001	Ground And Flight Risk JUN 2010
252.228-7003	Capture and Detention DEC 1991
252.231-7000	Supplemental Cost Principles DEC 1991
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports JUN 2012
252.232-7008	Assignment of Claims (Overseas) JUN 1997
252.233-7001	Choice of Law (Overseas) JUN 1997
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel NOV 2010
252.242-7006	Accounting System Administration FEB 2012
252.243-7002	Requests for Equitable Adjustment DEC 2012
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property APR 2012
252.245-7002	Reporting Loss of Government Property APR 2012
252.245-7003	Contractor Property Management System Administration APR 2012
252.245-7004	Reporting, Reutilization, and Disposal APR 2012
252.244-7000	Subcontracts for Commercial Items.
252.244-7001	Contractor Purchasing System Administration

DD254 and attachements v2 dated 25 Aug 16

ORDER FOR SUPPLIES AND SERVICES				IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution		PAGE 1 OF 1 PAGE(S)	
1. DATE OF ORDER 09/01/2016		2. ORDER NUMBER GSQ0116BK0198		3. CONTRACT NUMBER GS00Q14OADU122		4. ACT NUMBER A13192277	
FOR GOVERNMENT USE ONLY	5. ACCOUNTING CLASSIFICATION				6. FINANCE DIVISION		
	FUND b4	ORG CODE b4	B/A CODE b4	Q/C CODE b4	AC	SS	VENDOR NAME
	FUNC CODE b41	C/E CODE b4	PROJ./PROS. NO.	CC-A	MDL	FI	G/L DEBT
	W/ITEM	CC-B	PRT./CRFT	AI	LC	DISCOUNT	
7. TO: CONTRACTOR (Name, address and zip code) BEVERLY DANCY LEIDOS, INC. 11951 FREEDOM DR RESTON, VA 20190-5640 United States 571-526-7028				8. TYPE OF ORDER B. DELIVERY		REFERENCE YOUR	
				Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated.			
				This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract.			
				C. MODIFICATION NO. 000		AUTHORITY FOR ISSUING	
				TYPE OF MODIFICATION:			
9A. EMPLOYER'S IDENTIFICATION NUMBER b4		9B. CHECK, IF APPROP WITHHOLD 20%		Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.			
10A. CLASSIFICATION Contracts and Grants				10B. TYPE OF BUSINESS ORGANIZATION C. Corporation			
11. ISSUING OFFICE (Address, zip code, and telephone no.) GSA Region 01 Kimberly KG Yates 10 CAUSEWAY ST BOSTON, MA 02222-1048 United States (617) 565-6013		12. REMITTANCE ADDRESS (MANDATORY) LEIDOS, INC. DRAWER CS 198347 ATLANTA, GA 30384-8347 United States		13. SHIP TO (Consignee address, zip code and telephone no.) Brian Hibbeln 525 Brooks Road Rome, NY 13441 United States 315-330-7067			
14. PLACE OF INSPECTION AND ACCEPTANCE Brian Hibbeln 525 Brooks Road Rome, NY 13441 United States		15. REQUISITION OFFICE (Name, symbol and telephone no.) Nathan W. Cahoon GSA Region 1 10 Causeway St Ste 472 Boston, MA 02222 United States (617) 565-5033					
16. F.O.B. POINT Destination		17. GOVERNMENT B/L NO.		18. DELIVERY F.O.B. POINT ON OR BEFORE 09/05/2017		19. PAYMENT/DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS	
20. SCHEDULE DO Continuation and PWS Conformed through Amendment 04, DD254 v2 dated 25 Aug 16 with Continuation Sheet and Addendum and Continuation Funding Spreadsheet are all attached and incorporated into this Delivery Order.							
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)		
0001	HR3DGI Support (Base Period)	1	lot	\$47,621,359.22	\$47,621,359.22		
21. RECEIVING OFFICE (Name, symbol and telephone no.) Air Force Research Lab Information Directorate, 315-330-7067				TOTAL From 300-A(s)			
22. SHIPPING POINT Specified in QUOTE		23. GROSS SHIP WT.		GRAND TOTAL		\$47,621,359.22	
24. MAIL INVOICE TO: (Include zip code) General Services Administration (FUND) The contractor shall follow these Invoice Submission Instructions . The contractor shall submit invoices electronically by logging into the ASSIST portal (https://portal.fas.gsa.gov), navigating to the appropriate order, and creating the invoice for that order. For additional assistance contact the ASSIST Helpdesk at 877-472-4877. Do NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).		25A. FOR INQUIRIES REGARDING PAYMENT CONTACT: GSA Finance Customer Support		25B. TELEPHONE NO. 816-926-7287			
		26A. NAME OF CONTRACTING/ORDERING OFFICER(Type) Kimberly KG Yates		26B. TELEPHONE NO. (617) 565-6013			
		26C. SIGNATURE Kimberly KG Yates 09/01/2016					

GENERAL SERVICES ADMINISTRATION	1. PAYING OFFICE	GSA FORM 300 (REV. 2-93)

TASK ORDER (TO) No. ID01150103
Conformed/Revised through Amendment 03/8.4.16
Issued Under:

GSA's One Acquisition Solution for Integrated Services (OASIS UNRESTRICTED)
Indefinite-Delivery Indefinite Quantity (IDIQ) Contract

CONTRACT NUMBER
GS00Q14OADU131

ORDER NUMBER
GSQ0116BK0284

Award Date: 9/27/16 PoP Start Date: 10/10/16

United States of America Letter of Offer and Acceptance (LOA) SR-D-GAI pertains to this acquisition.

Solicitation Title: Hanscom Force Protection FMS (Saudi Arabia)

The scope of this effort is to provide Electronic Security Systems Manager (ESSM) personnel to monitor Paveway IV munitions, Stand-Off Weapons (SOW) and F-15SA Critical Controlled Assets (CCA) at designated Royal Saudi Air Force (RSAF) locations within the Kingdom of Saudi Arabia (KSA) and at Eskan Village, Riyadh. A total of six (6) sites.

Issuing Office: GSA/FAS, Region 1, Boston, MA

Agency Contact:

GSA Contracting Officer (CO)
Kimberly Yates
Kimberly.Yates@gsa.gov

Alternate Contact:

GSA Contract Specialist (CS)
Kristine Levine
Kristine.Levine@gsa.gov

1.0. OASIS TASK ORDER INFORMATION

1.1. OASIS Pool Being Solicited/Awarded: Pool 1

1.2. NAICS Code and Small Business Size Standard: The principal nature of the requirements described in this solicitation is consistent with services performed by industries in the NAICS Code 541990 All Other Professional, Scientific, and Technical Services with a small business size standard of \$14M.

1.3. Product Service Code (PSC): The services in this solicitation are best represented by PSC Code: R706 - Support- Management: Logistics Support

1.4. Type of Contract: The primary type of contract resulting from this solicitation is Firm Fixed Price (FFP) task order. There will also be two ancillary support CLINs that will be Cost Reimbursable. The Contractor is not entitled to mark up or profit on the cost of travel or other direct costs. See Section 2.0. There is a 12 month base period with four one year option periods. The start date is 10 October 2016.

1.5. Type of Services: The type of services under this solicitation is:

☒ Commercial Items ☐ Non-Commercial Items ☐ Mix of Both

1.6. Extent of Competition: This solicitation will be based on

1.6.1. ☒ Fair Opportunity procedures (FAR 16.505(b)(1))

1.7. Security Clearances:

1.7.1. The clearance level for this PWS/SOW is:

☒ Unclassified ☐ Classified ☐ Mix of Both

1.7.2. The Facility Clearance Level for this PWS/SOW is:

☐ Unclassified ☒ Secret ☐ Top Secret ☐ Other:

1.8. Performance Location(s):

1.8.1. The performance locations for this PWS/SOW are:

☐ CONUS ☒ OCONUS ☐ Mix of Both

1.8.3. The labor will be performed at:

☒ Government Site ☐ Contractor Site ☐ Mix of Both

1.9. Place(s) of Performance:

1.9.1. The places of performance(s) for this PWS/SOW are:

Kingdom of Saudi Arabia (KSA) and Riyadh.

1.10. Period of Performance:

1.10.1. The period of performance for this task order is as follows:

Base:	October 10, 2016 to October 9, 2017
Option 1:	October 10, 2017 to October 9, 2018
Option 2:	October 10, 2018 to October 9, 2019
Option 3:	October 10, 2019 to October 9, 2020
Option 4:	October 10, 2020 to October 9, 2021

2.0. CONTRACT LINE ITEMS (CLINS) AND CONTRACT TYPE BY CLIN

See Attachment 2, Pricing Spreadsheet, which is incorporated into the award.

* The CAF is based on percentage which applies to all Prices/Costs, i.e., all Labor, ODCs, materials, equipment, travel and subcontractors. The total CAF Percentage for this task order is: .1% - Per OASIS Ordering Guide dated 9/14/2015, any task order placed by GSA Assisted Acquisition Services (AAS) shall have a reduced fee of .1%

2.1. Travel. Travel is anticipated during the performance of this requirement. These costs cannot be accurately forecasted at this time and are therefore awarded on a cost reimbursable basis and may be partially funded as indicated on the award document. All requests for travel must be approved by the COR and Contracting Officer prior to incurring costs. Travel will be reimbursed to the extent allowable pursuant to FAR Subpart 31.205-46.

The Contractor shall submit travel costs on their monthly invoices within 30 days of travel. Travel shall be conducted and will be reimbursed in accordance with *FAR 31.205-46 – Travel Costs*. The Contractor is not entitled to fee (profit) on the cost of travel.

Refer to the PWS references for escort responsibility. Conus travel is anticipated, bases to be provided.

The contractor shall use only the minimum quantity and cost of travel required to accomplish the task. Travel shall be scheduled during normal duty hours whenever possible. All travel must be authorized and approved in writing by the Government COR

prior to travel. Direct Labor and travel-related expenses that are allowable under FAR Part 31 and consistent with the Joint Travel Regulation (JTR) may be allowed and shall be billed on a cost reimbursement basis.

A memorandum prepared by the contractor and signed by the COR (PM02) shall, for each travel request, detail the contemplated per diem and related costs of travel to and at the travel site. The memorandum shall affirmatively demonstrate that all costs associated with the travel and for which the contractor shall seek reimbursement from the Government in accordance with FAR 31 are in direct support of the Task Order. All persons performing OCONUS official travel on behalf of DoD and as part of this Task Order shall comply with DoD travel security requirements. These same persons shall obtain a security travel briefing from the Security Office within 30 days prior to travel on area specific threats, foreign intelligence elicitation techniques, unique theatre security requirements, and reporting and debriefing requirements upon completion of travel.

3.0. DESCRIPTION OF SERVICES/SCOPE OF WORK

3.1 Scope. The scope of this effort is to provide Electronic Security Systems Manager (ESSM) personnel to monitor Paveway IV munitions, Stand-Off Weapons (SOW) and F-15SA Critical Controlled Assets (CCA) at designated Royal Saudi Air Force (RSAF) locations within the Kingdom of Saudi Arabia (KSA) and at Eskan Village, Riyadh. A total of six (6) sites.

All housing, meals, telephones and transportation will be provided by the contractor. The ESSM personnel based at Eskan Village will be housed at Eskan Village. All ESSM personnel responsible for the RSAF bases shall be housed in a location that enables response times in accordance with the requirements.

All clearances, passports, visas, base access requests and any required work permits are to be provided and maintained for currency by the contractor and must be in place prior to in country arrival.

ESSM personnel are expected to perform diagnostic network and equipment trouble shooting actions, be certified on the operation of the IDS system, provide escort support for equipment and produce/provide IDS system training to Saudi personnel.

3.2 Statement of Work:

ADDED: SRC confirmed acceptance of the new contract requirement for all ESSM training as referenced in Section 2.1.6 of Volume I submission: (Letter Dated 9 September 2016, Refer to: 16.0127)

2.1.6 Qualifying and Training ESSM Staff

Team SRC/PAR Government has an extensive on-boarding and training routine for ESSM staff. Starting with the fundamental requirement that personnel have extensive USAF or other U.S. Military aviation /security service managing the diversity and complexity of munitions / logistics / supply systems and security related programs is the

first assessment of an individuals' ability to support the ESSM requirements. All proposed staff have a minimum 10 years of military aviation munitions / logistic / security / supply / depot work experience and either are or will be proficient in Bosch VMS Version 5/Vindicator security and video management systems prior to contract start [RFP 3.2.2.3]. This is achieved as a result of our comprehensive training program. To ensure a well trained staff, our training program will be administered by a training coordinator as designated by the Site Lead. The training coordinator will track training progress, due dates, and identify scheduled and as-needed refresher training. He will administer Monthly and Quarterly SOW/SOP tests for all ESSM monitors to include the remote sites. A minimum score of 90% is required to achieve/retain qualifications. Additionally, Team SRC/PAR Government is sending individuals to VICADS Original Equipment Manufacturer (OEM) and Vindicator Command & Control (VCC) factory training prior to contract start to provide the best educational advantage to our personnel. VCC is a management tool that enables network configuration, IP additions, and associated equipment management via the Keyboard, Video, Mouse (KVM) controls. A train the trainer program will be enacted as well as annual refresher training for all personnel.

Figure 2-2 shows the Team SRC/PAR Government Job Qualification Requirements (JQRs) developed for the ESSM solicitation. After initial qualification, all personnel must regularly participate in refresher training and testing. Highlights include our ability to provide a staff with Bosch credentials. Bosch certificates are achieved prior to standing a watch and currently six of eight proposed on-site staff have Bosch certifications. The remaining candidates will be certified prior to contract start. As part of our indoctrination process, new staff arriving at Eskan Village will undergo a comprehensive in-house training session with current staff. The training will include discussion and familiarization with required systems, SOW and SOP requirements. Prior to standing watch, personnel will receive VICADS and Vindicator Operations and Administration familiarization training, and all personnel will attend annual refresher training [RFP 3.2.2.2.25]. These trainings are scheduled by our training coordinator and conducted by either our on-site ESSM trained Site Lead or his alternate.

Figure 2-2. Job Qualification Requirements (JQRs). Team SRC/PAR Government proposed personnel are on track to meet or exceed requirements by contract start.

Secret Clearance	As per regulations	X	X	X	X	8/8
Saudi VISA	180 day renewal	X	X	X	X	8/8
BOSCH VMS Version 5	Bi-Annually	X	X	X	X	6/8
VICADS/Vindicator Command & Control (VCC)	Bi-Annually	X	X	X	X	8/8
Proficiency Statement of Work Testing	Monthly & Quarterly	X	X	X	X	6/8

3.2.1 Applicable Documents. The following documents are applicable to this Statement of Work to the extent specified herein.

- Paveway IV Standard Operating Procedures (SOP)
- CCA Standard Operating Procedures (SOP)

3.2.2 Requirements.

3.2.2.1 Program Management Requirements.

- United States Government (USG) and the United States Military Training Mission (USMTM) will hire an ESSM/A at Eskan Village in order to oversee and manage ESSM personnel.
- The contractor shall provide program, technical, and administrative support for project oversight.
- The contractor shall conduct scheduling, budgeting, and reporting to ensure execution is within cost and schedule.
- The contractor shall prepare and submit to the government a monthly written status report to include: a summary of tasks accomplished over the past month; analysis of false alarm, nuisance alarm, and maintenance trends; anticipated major tasks for the coming month; and a summary of funds expended for the past month and cumulatively for the entire period of performance. (CDRL A001)

The contractor shall ensure all personnel maintain valid security clearances, Common Access Cards, current country visas, and base access for their personnel.

3.2.2.2 Technical Requirements.

3.2.2.2.1 The contractor shall perform United States Government (USG) ESSM designated tasks in accordance with applicable documents listed in Section 2 (Standard Operating Procedures) of this document.

3.2.2.2.2 The contractor shall have personnel available 24/7/365 on one-hour notice (2 hours as a maximum or as conditions dictate) for the opening of storage facilities, escorting of assets and inventory actions according to the relevant SOP direction. The contractor shall have a minimum of 1 personnel manning the Eskan oversight location 24/7/365. ESSM/A or his/her designee can and may designate ESSM's from ESKAN to the CIF facility (Al Salam), Dhahran (KAAB) and Al Kharij (PSAB) as needed.

3.2.2.2.3 The contractor shall maintain a validated and current access list for US Government personnel.

3.2.2.2.4 The contractor will perform accountability on assets NLT 4 hours after alarmed incident.

3.2.2.2.5 The contractor shall notify United States Military Training Mission (USMTM) in the event of an intrusion, and shall be available to be notified by RSAF/Air Police Commander.

3.2.2.2.6 The contractor will work in concert with RSAF ESSM.

3.2.2.2.7 The contractor shall document and report maintenance records, active, false, and nuisance alarms monthly to the ESSM/A or his/her designee, RSAF - Air Police, Central Security Control Station (CSCS), and RSAF - Armament and Munitions Director, USMTM.

3.2.2.2.8 The contractor shall monitor and account for RSAF Paveway IV munitions, Stand Off Weapons (SOW) located at designated RSAF facilities as detailed in section 2 (Standard Operating Procedures) of this document. The contractor shall monitor, account for, escort and issue F-15SA Critically Controlled Assets (CCA) at locations containing CCA in accordance with section 2 (Standard Operating Procedures) of this document.

3.2.2.2.9 The contractor will perform account inventory and stock control, research and identification of spares, supplies and equipment. Necessary purchase of spares/repairs will be identified.

3.2.2.2.10 The contractor shall monitor, repair and maintain Intrusion Detection System (IDS) to ensure 24 hour functionality, schedule functional tests and annotate any alarms and/or discrepancies with the security system. A minimum supply of spare IDS sensors and components (Cameras, BMS, PIRs, volumetric sensors and other system components) shall be maintained at sites and/or at Eskan in order to facilitate rapid system repair and/or replace activities. The contractor shall coordinate with RSAF Communications Squadron as required on complicated repairs.

3.2.2.2.11 The contractor shall provide on-call 24/7/365 support of the IDS. Contractor must be certified for use and administrative actions on the IDS used for monitoring. As per the security agreement with the United States Government and the Kingdom of Saudi Arabia, an initial certification of the IDS will be performed by the Defense Technology Security Administration (DTSA). Quarterly evaluations comprised of no-notice tests will be performed by ESSM personnel and results provided to the United States Government (USG).

3.2.2.2.12 The contractor shall monitor IDS to ensure RSAF secure storage facility security is meeting established requirements listed within Standard Operating Procedures (SOP).

3.2.2.2.13 The contractor shall validate all false and nuisance alarms at site, maintaining logbooks to document any and all alarm notifications. Date, time, alarm type and RSAF response will be annotated. Logbooks shall be kept for the duration of the contract, turned over to the Government at the conclusion of the contract, and may be done on locally produced forms.

3.2.2.2.14 The contractor shall analyze and report on trends observed in Nuisance Alarm Rates (NAR), False Alarm Rates (FAR), and maintenance actions.

3.2.2.2.15 The contractor shall advise on site Royal Saudi Air Police on ESSM operations and secure storage structural deficiencies. The contractor shall recommend necessary actions to remedy deficiencies or problem areas.

3.2.2.2.16 The contractor shall review operational status of IDS sensor subsystems on a daily basis. These tests are conducted to ensure annunciation and display segments of the system are functioning correctly.

3.2.2.2.17 The contractor shall conduct ESSM functional quarterly exercises and requirements designed to test system operational capability. Exercises will be executed in accordance with RSAF checklists. Exercise results will be kept on file for at least one year to monitor trends.

3.2.2.2.18 The contractor shall be proficient in system/network troubleshooting and shall provide all equipment/software needed to administer troubleshooting actions in the event of IDS system failure.

3.2.2.2.19 The contractor shall notify the USMTM and USG of system failures and service disruptions. The contractor shall troubleshoot the IDS system/network in conjunction with STC/DCIT and provide the following information

- 1) Cause of failure
- 2) Impact of failure
- 3) Time of occurrence
- 4) Implemented/required corrective actions

3.2.2.2.20 The contractor must maintain and provide copies to the USG and USMTM, a listing of all system user IDs and passwords. Passwords shall not be shared with other entities unless explicit approval from the USG.

3.2.2.2.21 The contractor shall perform system and component maintenance. The contractor shall perform the activities for placing work orders for system repairs, disposal or shipment.

3.2.2.2.22 The contractor shall determine anticipated workloads and schedule supply activities in accordance with established standards.

3.2.2.2.23 The contractor shall identify needed requirements for storage, including classified, sensitive, hazardous and flammable. Additionally, the contractor shall ensure the prevention of deterioration and contaminating effects of light, cold, heat, moisture and destruction of property by insects and vermin.

3.2.2.2.24 The contractor shall develop an IDS training program for RSAF system operators to meet local requirements. The training program shall include a detailed block of instruction for the ESS being monitored. This will include but not limited to, all aspects of the system operation (i.e. acknowledging, assessing and responding to alarms, troubleshooting system failures and maintenance procedures). (CDRL A002)

3.2.2.2.25 The contractor shall conduct IDS training. Training may be conducted while on-duty or in a formal classroom environment or a combination of both. At a minimum, once certified, an operator will complete annual refresher training to ensure IDS currency.

3.2.2.2.26 [CCA Specific] The contractor shall manage, escort and monitor critical controlled assets and is responsible for maintaining accountability and accurate inventory of serialized aircraft assets in secure storage facility at all times.

3.2.2.2.27 [CCA Specific] The contractor shall access secure storage facility for all critical controlled assets issuing, escorting, removal and return operations.

3.2.2.2.28 [CCA Specific] The contractor shall annotate all asset movements in and out of the secure storage facility in a logbook. Logbook is kept for a minimum of one (1) year and can be done on locally produced forms.

3.2.2.2.29 [CCA Specific] The contractor shall provide escort services for critical controlled assets within supported country. Responsibilities may include escorting aircraft assets from the United States to base location in support country and/or vice versa.

3.2.2.2.30 [Eskan Village] The contractor shall continuously operate and monitor the IDS 24/7/365 to ensure RSAF secure storage facilities and security procedures are meeting USG standards.

3.2.2.2.31 [Eskan Village] The contractor shall provide ESSM support and escort to the Al Salam Aircraft Company Conversion Installation Facility (CIF) CCA movements as directed.

3.2.2.2.32 [Eskan Village] The contractor shall assist ESS managers in IDS system or storage facility structural deficiencies and advising on necessary action programs to remedy problem areas.

3.2.2.2.33 [Eskan Village] The contractor shall maintain commercial manuals that describe equipment components and operating procedures for the ESS that is in use. The manuals shall be on hand unless they can be accessed electronically 24 hours a day at another agency

3.2.2.2.34 If needed, the contractor shall temporarily fill ESSM positions in alternate downrange locations or Eskan Village.

3.2.2.2.35 The contractor shall provide escort of CCA assets, provide escort to and from CONUS locations as directed.

3.2.2.2.36 The contractor shall provide **key** personnel in execution of these requirements. The following table provides a tentative manning schedule:

ESSM Manning		
Note: Number of personnel is subject to change		
Base Year		
Location		Projected Number of Personnel
Eskan Village		5
Eskan Village		1
Tabuk – KFAB		0
Dhahran – KAAB		0
Khamis – KKAB		1
Al Kharj-PSAB		0
Taif- PAAB		1
		Estimated Total = 8
Option 1		
Location		Projected Number of Personnel
Eskan Village		6
Riyadh		1
Tabuk – KFAB		1
Dhahran – KAAB		0
Khamis – KKAB		1
Al Kharj-PSAB		0
Taif- PAAB		1

		Estimated Total = 10
Option 2		
Location		Projected Number of Personnel
Eskan Village		6
Riyadh		1
Tabuk – KFAB		1
Dhahran – KAAB		0
Khamis – KKAB		1
Al Kharj-PSAB		0
Taif- PAAB		1
		Estimated Total = 10
Option 3		
Location		Projected Number of Personnel
Eskan Village		6
Riyadh		1
Tabuk – KFAB		1
Dhahran – KAAB		1
Khamis – KKAB		1
Al Kharj-PSAB		0
Taif- PAAB		1
		Estimated Total = 11
Option 4		
Location		Projected Number of Personnel
Eskan Village		6
Riyadh		1
Tabuk – KFAB		2* tentative increase
Dhahran – KAAB		1
Khamis – KKAB		1
Al Kharj-PSAB		0
Taif- PAAB		1
		Estimated Total = 12*
ESSM Manning		
Note: Start dates and number of personnel are subject to change		
Base Year		

Location	Tentative Start Date	Projected Number of Personnel
Eskan Village	January 2016	5
Eskan Village	December 2016	1
Tabuk – KFAB		0
Dhahran – KAAB		0
Khamis – KKAB	December 2016	1
Al Kharj-PSAB		0
Taif- PAAB	January 2016	1
		Estimated Total = 8
Option 1		
Location	Tentative Start Date	Projected Number of Personnel
Eskan Village	January 2017	6
Riyadh	October 2017	1
Tabuk – KFAB	October 2017	1
Dhahran – KAAB		0
Khamis – KKAB	January 2017	1
Al Kharj-PSAB		0
Taif- PAAB	January 2017	1
		Estimated Total = 10

Option 2		
Location	Tentative Start Date	Projected Number of Personnel
Eskan Village	January 2018	6
Riyadh	January 2018	1
Tabuk – KFAB	January 2018	1
Dhahran – KAAB		0
Khamis – KKAB	January 2018	1
Al Kharj-PSAB		0
Taif- PAAB	January 2018	1
		Estimated Total = 10
Option 3		
Location	Tentative Start Date	Projected Number of Personnel
Eskan Village	January 2019	6
Riyadh	January 2019	1
Tabuk – KFAB	January 2019	1
Dhahran – KAAB	January 2019	1
Khamis – KKAB	January 2019	1
Al Kharj-PSAB		0
Taif- PAAB	January 2019	1
		Estimated Total = 11
Option 4		
Location	Tentative Start Date	Projected Number of Personnel
Eskan Village	January 2020	6
Riyadh	January 2020	1
Tabuk – KFAB	January 2020	2* tentative increase
Dhahran – KAAB	January 2020	1
Khamis – KKAB	December 2020	1
Al Kharj-PSAB		0
Taif- PAAB	January 2020	1
		Estimated Total = 13*

3.2.2.3 Qualifications and Experience. ESSM personnel must have the following:

- At least one ESSM shall be proficient in system/network troubleshooting. This will be a Key Personnel.
- Extensive USAF or other US Military aviation /security service managing the diversity and complexity of munitions / logistics / supply systems and security related programs.
- A minimum 10 years of military aviation munitions / logistic / security / supply / depot work experience.
- The ability to work long or non-traditional shifts as required. Contractors must function as an overall team to accomplish all tasks and USMTM mission.
- Possess and maintain US Secret Security Clearance throughout employment.
- Be proficient in Bosch VMS Version 5 and Vindicator security and video management systems. Personnel at all sites must be able to maintain and perform component replacement and repair activities on the security and video management systems. Personnel at the remote sites must be prepared to be trained and to train both ESSM and RSAF on the systems.

3.2.2.4 Key Personnel. Key Personnel shall not be removed or substituted without written approval of the Contracting Officer (CO).

3.2.2.5 Ethical Standards.

All duties will be performed in a professional manner and cultural attributes will be respected at all times by all parties. Do not discuss offenses or incidents, except in the line of duty. In addition, do not accept any advantage, gratuity, or reward for performing official duties. As a member of the joint effort between the Kingdom of Saudi Arabia and the USG, you are the visible representative of your Government. It is your duty to accept the authority with which you have been entrusted and to carry out the responsibilities, firmly and in a manner that commands respect.

3.2.2.6 Federal, State and Local Law Violations.

The contractor shall perform the requirements of this contract in such a manner as to not violate any federal, state, or local laws, to include all Codes of Federal Regulations (i.e., Occupational Safety and Health Act, Environmental Protection Act, etc.). The contractor shall be solely responsible for any reporting requirements and repercussions resulting from such violations. No work requirements directed in this SOW shall supersede applicable laws and regulations. However, if conflicts arise in the interpretation of applicable rules and regulations, the contractor shall notify the

Contracting Officer Representative (COR) and Contracting Officer (CO), in writing, and the CO will make the final determination.

4.0. DELIVERY AND PERFORMANCE INFORMATION

4.1 CDRL Summary.

The following contract data requirements list (CDRLs) are applicable to this Order, based on contractor format:

Contract Data Requirements List (CDRL) Summary		
Data Item No.	Data Item Description (DID)	Title Of Data Item
A001	DI-MGMT-80227	Contractor's Progress, Status and Management Report (CPSMR)
A002	DI-PSSS-81523B	Training Materials

CDRLs are subject to review and, if warranted, may be returned to the contractor for revision. Upon receipt of Government comments (on or before 10 calendar days), the contractor will provide the final revised CDRL according to a schedule provided by the Government. "The contractor will advise the Contracting Officer of the transmittal of any deliverable to the COR.

4.2 Quality Assurance Plan (QAP)

The contractor will develop and maintain an efficient and effective quality assurance program to ensure conformance to Order requirements. Not later than thirty (30) days after Order award, the contractor will submit Quality Assurance Plan (QAP). The COR will approve or disapprove the plan within fifteen workdays after receipt. If the submission is disapproved, the contractor will submit a revised QAP within five working days after disapproval. This process will continue until an adequate QAP is submitted and approved. The QAP will be made available to the Government for review at both a program and worksite services level during predetermined visits. The QAP will address Best Practices, Service Assurance and Key Personnel. The plan will include the following:

- (1) An Inspection Schedule must be provided. It must specify the areas to be inspected on either a scheduled or unscheduled basis, how often inspections will be accomplished (inspections will be no less than monthly), and the title of the individuals who will do the inspections. A copy of the inspection report will be forwarded to the COR monthly - no later than the tenth (10th) calendar day of the following month.

(2) A file of all inspections conducted by the contractor, and any corrective action required and taken, will be maintained by the contractor throughout the term of this Order. This file will be made available to the COR during regular hours.

If it is determined by the Government that the contractor has failed to maintain the approved Quality Assurance Plan, the Government will give the contractor written notice of deficiencies. The contractor will correct all deficiencies within five calendar days of receipt of written notice.

4.2.1 QAP to be delivered not later than 30 days after Order Award - Delivered to Government Contracting Officer Representative (COR).

4.3. Non-Personal Services Statement. Contractor employees performing services under this Order will be controlled, directed and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees will perform their duties independent of, and without supervision of, any Government official. The tasks, duties, and responsibilities set forth in the Order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal Policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Part 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to Government facilities and will perform the inspection and acceptance of the completed work.

4.4. Contracting Officer's Representative (COR), Contract Specialist (CS) and Contracting Officer (CO):

AF COR:

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4.5. Contracting Officer Authority. In no event will any understanding or agreement between the contractor and any Government employee other than the Contracting Officer on any contract, modification, change order, letter or verbal direction to the contractor be effective or binding upon the Government. All such actions must be formalized by a proper contractual document executed by an appointed Contracting Officer. The contractor is hereby put on notice that in the event a Government employee other than the Contracting Officer directs a change in the work to be performed or increases the scope of the work to be performed, it is the contractor's responsibility to make inquiry of the Contracting Officer before making the deviation. Payments will not be made without being authorized by an appointed Contracting Officer with the legal authority to bind the Government.

5.0. LABOR CATEGORIES AND DESCRIPTIONS

See PWS 3.2.2.3.

6.0. INVOICING INSTRUCTIONS

6.1 Invoice Content

(1) In addition to the requirements of a proper invoice as set forth in the Federal Acquisition Regulation, an invoice submitted in accordance with the clause titled Electronic Invoicing Process (January 2014), will contain the following:

- ☒ Name of the business concern, address, and telephone number
- ☒ Invoice date
- ☒ Invoice number
- ☒ Order Number

- ☒ ITSS (GSA ASSIST) Identification Number
- ☒ Task Order Number and any other authorization for delivery of property or services
- ☒ Accounting Control Transaction (ACT) number
- ☒ Item Number, National Stock Number (NSN) or other product identification number, description, price, and quantity of property or services actually delivered or rendered
- ☒ Breakout of amount claimed by Contract Task Item Number or Contract Line Item Number
- ☐ Shipping and payment terms
- ☒ Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent. The "remit to" address must correspond to the remittance address in the Order.
- ☒ Cumulative amount invoiced of current performance period
- ☒ Cumulative percent invoiced of current performance period
- ☒ Cost-Reimbursable and Labor Hour/Time and Material Orders will include:
 - (i) labor category;
 - (ii) hours worked per labor category;
 - (iii) rate per labor category;
 - (iv) total cost per labor category;
 - (v) extended or "cumulative" amount per labor category;
 - (vi) total travel costs incurred this invoice period;
 - (vii) total travel costs to date;
 - (viii) total of any other costs incurred this invoice period;
 - (ix) amount obligated Contract as of the invoice period;
 - (x) total value of the Contract for the performance period invoiced;
 - (xi) total amount invoiced to date;

- (xii) total amount paid to date;
- (xiii) total of all costs incurred and invoiced;
- (xiv) total amount incurred but not paid to date;
- (xv) burn rate for the current invoice; and
- (xvi) average monthly burn rate of the performance period invoiced.

☒ Travel – Name of traveler, date(s) of travel, location of travel, dollar amount of travel, and receipts for all travel expenses greater than \$_____ (\$75.00 unless a different number is inserted).

☐ Other Direct Costs (ODC) – Description of the ODC, quantity, unit price and total price/cost of each ODC.

(2) Invoices will be submitted in accordance with the following schedules:

☐ Fixed-Price Contracts – At least five days after the end of the month in which the item(s) or services were delivered and accepted by the Government.

☒ Cost-Reimbursement, Time-And-Materials and Labor-Hour Contracts – Not later than the twenty-fifth day of the month following the end of any monthly billing period.

(3) Additional instructions may be provided by the Contracting Officer, Contracting Officer's Representative, or the Customer Account Manager, immediately following the award of the Contract or during Contract administration to ensure compliance with GSA or GSA Customer Agency requirements or policies.

6.2 Electronic Invoicing Process (December 2014). GSA employs Electronic Commerce in Contracting to the maximum extent practicable. Contractors will use the GSA Assisted Acquisition Service Business System (ASSIST), also known as IT Solutions Shop (ITSS) at <https://portal.fas.gsa.gov> to submit invoices. All invoice information, to include attached documents, will be submitted to ASSIST via the Central Invoice Service (CIS).

(1) For each invoice, the contractor will complete the required fields provided in ASSIST CIS and must attach a copy of the invoice. Assistance in using the GSA ASSIST CIS application and answers to related questions may be obtained via email at aasbs.helpdesk@gsa.gov or by calling (877) 472-4877.

(2) The Invoice Form will include all active Task Items on the contract. The contractor will enter the invoice amount in dollars and cents for each Task Item.

(3) Additional instructions may be provided by the Contracting Officer, Contracting Officer's Representative, or the Customer Account Manager, immediately following

the award of the contract or during contract administration to further enhance the use of Electronic Commerce in Contracting or to ensure compliance with GSA or GSA Customer Agency requirements or policies.

6.0 List of Attachments.

Attachment 1 - ID01150103 SRC Pricing Spreadsheet
 Attachment 2 - Paveway IV SOP
 Attachment 3 – Critically Controlled Assets (CCA) SOP
 DI-MGMT-80227 Contractor's Progress, Status and Management Report (CPSMR)
 DI-PSSS-81523B Training Materials

7.0. SOLICITATION PROVISIONS AND TASK ORDER CLAUSES

All Applicable and Required provisions/clauses set forth in FAR 52.301 automatically flow down to all OASIS task orders, based on their specific contract type (e.g. cost, fixed price, etc.), statement of work, competition requirements, commercial or not commercial, and dollar value as of the date the task order solicitation is issued. Representation and Certification Provisions from the OASIS master contracts automatically flow down to all OASIS task orders.

The applicable contract clauses of this Task Order are those stated under the OASIS Pool 1 GWAC contract and those stated in this Task Order.

7.1. FAR Optional and Agency specific Task Order Provisions/Clauses. The following additional provisions and clauses apply to this task order:

7.1.1 FAR Provisions and Clauses Incorporated by Reference.

52.225-14 Inconsistency Between English Version And Translation Of Contract (Feb 2000)

52.228-04 Workers' Compensation And War-Hazard Insurance Overseas (Apr 1984)

7.1.2 FAR Clauses – Filled In

FAR 52.217-8 Option to Extend Services (Nov. 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder will not exceed 6 months. The Contracting Officer may exercise the option by written notice to the contractor within thirty (30) days prior to the current contract expiration date.

FAR 52.217-9 – Option to Extend the Term of the Contract (Mar. 2000)

(a) The Government may extend the term of this contract by written notice to the contractor within 30 days before the contract expires; provided that the Government gives the contractor a preliminary written notice of its intent to extend at least sixty (60) days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract will be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, will not exceed 60 months.

7.1.3 DFAR Provisions and Clauses Incorporated by Reference.

252.209-7004 Subcontracting With Firms That Are Owned Or Controlled By The Government Of A Country That Is A State Sponsor Of Terrorism (Dec 2014)

252.225-7013 Duty-Free Entry (Nov 2014)

252.225-7040 Contractor Personnel Supporting U.S. Armed Forces Deployed Outside The United States (Jan 2015)

252.225-7043 Antiterrorism/Force Protection Policy For Defense Contractors Outside The United States (Mar 2006)

252.225-7993 Prohibition On Contracting With The Enemy In The United States Central Command Theater Of Operations (Deviation 2012-O0005) (Jan 2012)

252.225-7994 Additional Access To Contractor And Subcontractor Records In The United States Central Command Theater Of Operations (Deviation 2012-O0005) (Jan 2012)

252.225-7995 CO0004)(APR 2011)Contractor Personnel Performing in the United States Central Command Area of Responsibility (Deviation 2011O0004)(APR 2011)

United States of America Letter of Offer and Acceptance (LOA) SR-D-GAI pertains to this acquisition.

For the Firm Fixed CLIN(s) - The contractor certifies that the contract price (including any subcontracts awarded hereunder) does not include any direct or indirect costs of sales commissions or fees for contractor sales representatives for the solicitation or promotion or otherwise to secure the conclusion of the sale of any of the supplies or services called for by this contract to the Government of Saudi Arabia.

For the Cost Reimbursable CLIN(s) – Notwithstanding any other provisions of this contract, any direct or indirect cost of sales commissions or fees for contractor (or subcontractor) sales representatives for the solicitation or promotion or otherwise to secure the conclusion of the sale of any of the supplies or services called for by this contract to the Government of Saudi Arabia will be considered as an unallowable item of cost under this contract.

END

**F-15 SAUDI ADVANCED
CRITICALLY CONTROLLED ASSETS
STANDARD OPERATING PROCEDURES
(F-15SA CCA SOP)**

***ROYAL SAUDI AIR FORCE
KINGDOM OF SAUDI ARABIA***

20 MAY 2016

Approved by: LARRY D AMANTE, GS15
Assistant Director, International Security Programs
Defense Technology Security Administration
Office of the Under Secretary of Defense for Policy

FOR OFFICIAL USE ONLY

Authoritative Guidance on the Implementation of US Government Policy on the Transfer of F-15SA Critically Controlled Asset (CCA) Technology to the Kingdom of Saudi Arabia

The US Government is the approval authority for this document.

Adherence to the procedures outlined in this document by members of the US Government and Saudi Arabian Government (civilians and military members) is required as a condition of the transfer of F-15SA Critically Controlled Asset technology to the Kingdom of Saudi Arabia. This document covers standard operating procedures which involve the operation of electronic security systems which provide monitoring and alarm activation alerts 24/7/365 in accordance with US technology security policy requirements. The installation, maintenance, and operation of security systems in the Kingdom and procedures by RSAF, to include support required for US Electronic Security System Manager (ESSM) personnel, be they US contractor or US government civilian or military personnel, is also a condition of the transfer of F-15SA Critically Controlled Asset technology to the Kingdom of Saudi Arabia.

If RSAF does not satisfy all policy requirements, to include those articulated in this document, US government personnel may not ship F-15SA CCA to the Kingdom of Saudi Arabia.

United States Military Training Mission (USMTM) does not have the authority to modify or grant deviations from the procedures contained in this document. Since it may occur that RSAF or USMTM may want to propose changes to this document which increase the effectiveness of the security and movement of F-15SA CCA to, from, or within the Kingdom, the following procedures are provided to enable suggested changes to be offered to USG for consideration and approval.

- 1) A joint review will be conducted by RSAF and USMTM Air Force Division.
- 2) Recommended changes will be staffed by USMTM, Chief Air Force Division to USG OSD/DTSA for approval.
- 3) Upon USG OSD/DTSA approval, USMTM, Chief Air Force Division will provide the updated Standard Operating Procedure to RSAF HQ and concerned USG entities (AFLCMC and SAF/IA).
- 4) Note: There is only F-15SA CCA SOP in use at a time. When superseded by a subsequent update, complete previous SOP versions will be discarded and replaced with a complete updated version.

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**CONCEPT OF OPERATIONS
FOR
F-15SA CRITICALLY CONTROLLED ASSETS
STANDARD OPERATING PROCEDURES (F-15SA CCA SOP)**

This concept of operations provides a basic overview of the Standard Operating Procedures (SOP) for the transportation and storage security of F-15SA Critically Controlled Assets (CCA) to be stored within the Kingdom of Saudi Arabia CCA Secure Storage Facilities. The separate Transportation Plan (Annex A) addresses transferring CCA to and from Saudi Arabia. The SOPs described in this document are in addition to, not in lieu of existing classified handling procedures. It covers the requirements for the Secure Storage Facilities (SSF) to include the proper operation of the security system known as the Intrusion Detection System (IDS), the execution of associated manpower roles, responsibilities, and the proper adherence to procedural checklists.

OVERVIEW

A. Background Information

F-15SA CCA is defined as spare and conversion kit Line Replaceable Units (LRU) or Line Replaceable Modules (LRM) for the following F-15SA equipment: Active Electronically Scanned Array (AESA) Radar Antenna, Radar Power Supply, Radar Data Processor, Radar Receiver, Aircraft Interface Module, Digital Channelized Receiver/Technique Generator, Electronic Warfare Controller, Digital Electronic Warfare System (DEWS) LRU-1, and Advanced Display Core Processor I and II. These spares are to be used to replace malfunctioning units on operational F-15SA aircraft in Saudi Arabia by RSAF maintenance personnel.

The RSAF and the USG will mutually review, certify and update this SOP in order to maintain the security assurances agreed to between the two nations in the Special Security Agreement (SSA). Reviews, certifications and updates will occur during scheduled annual reviews or whenever either party deems it necessary.

The approval authority for the RSAF and USG recommended changes is Office of the Secretary of Defense/Defense Technology Security Administration (OSD/DTSA). Once OSD/DTSA approves SOP changes, it will issue a new SOP which will replace all previous versions of the SOP. OSD/DTSA will provide the approved SOP to United States Military Training Mission (USMTM) / Air Force Division (AFD) for distribution to RSAF and other USG entities.

B. SOP Checklists

The checklists included in this SOP standardize and specify personnel responsibilities, security standards, and maintenance of the IDS. They address both RSAF and USG personnel actions. The checklists address the following areas:

1. CCA transfer from CCA Courier to Electronic Security System Monitor (ESSM)
2. Shipping process for Repair and Return of unserviceable CCA
3. Secure Storage Facility Entry and CCA Transfer to CCA Courier for Transportation
4. Secure Storage Facility Entry for Exchange of Unserviceable Asset.
5. CCA Checklist for Planned Deployment Location inside and outside KSA (Not at an RSAF Airfield).
6. CCA Courier Checklist for Ground Vehicle Breakdown in Transit
7. CCA Courier Checklist for Aircraft Divert in Transit

8. F-15SA Divert Procedures

C. Secure Storage Facility Description

The SSF will be constantly monitored by USG personnel at Eskan Village, Riyadh to ensure accountability of CCA. The SSF must continually have power and communication capability to ensure the Eskan Village monitoring facility and local base RSAF Air Police Central Security Control Station (CSCS) have constant, uninterrupted visual monitoring capability. Keys to the SSF will be stored in a General Services Administration (GSA) Approved Class 6 security container (safe) accessible only to USG personnel. Facility requirements are further defined in section 4.0 of this document.

D. Personnel Roles and Responsibilities

The USMTM Electronic System Security Manager (ESSM), Supply Squadron and Air Police functions are critical to ensuring CCA security requirements are met on a daily basis. ESSMs will handle overall operation of the IDS, carry out training, and conduct administrative and maintenance functions. Each ESSM can conduct IDS training for RSAF Air Police personnel, who will serve as alarm operators in the Central Security Control Station at each CCA storage location. Additionally, each ESSM has the ability to perform minor maintenance and troubleshooting on the IDS in the event of a fault or malfunction. Finally, each ESSM will conduct and document functional tests of the IDS on a regular basis to ensure the system is operating as designed.

Besides conducting IDS training for RSAF Air Police personnel, ESSMs will also work closely with Air Police on a daily basis, as Air Police are primarily responsible for CCA physical security. Air Police personnel will act as Electronic Security System (ESS) alarm operators, which require them to operate the IDS and perform electronic and personal surveillance of the SSF to detect and prevent intrusion threats. Air Police personnel located at the Central Security Control Station will monitor the SSF through cameras and sensors installed at the SSF. RSAF Air Police will conduct routine patrols of the SSF, physically inspecting access doors, padlocks, and other physical aspects of the building. In the event of an intrusion by a threat, Air Police will be on-site within 5-minutes and communicate the threat to the Air Police security desk at the Central Security Control Station who will notify wing leadership and ESSM. The ESSM will be on site within 1 hour (2 hours for Conversion Install Facility) to conduct an accurate inventory to identify any loss. Unaccounted for items will be reported to USMTM for further investigation.

The Base Supply Squadron Commander is responsible for all actions of personnel assigned to the Supply Squadron who will carry out actions in accordance with the procedures outlined in this SOP. Specifically, the Supply Squadron Commander is responsible for the security of the SSF as well as access to the area in which the SSF is located. The Supply Squadron Commander will compile and maintain an access list which contains the names of all personnel who are authorized escorted entry to the area of the SSF. The Supply Squadron Commander will update the access list monthly and ensure that there is only one valid version of the access list. All access lists will be approved by the Electronic Security Systems Manager Administrator (ESSMA) and Supply Squadron Commander at the host base. The Base Supply Squadron Commander will document and assume responsibility for the physical security of any CCA taken into its possession. When the Base Supply Squadron takes possession of CCA, it will be documented and the Commander assumes responsibility for physical security of the item.

E. Intrusion Detection System Component Description

The IDS is a security alarm system comprised of intrusion sensors and alarm annunciation devices that monitor for suspicious activity and activates an alert when such activity is detected. The IDS will

alert CSCS Air Police alarm operators to take action and direct necessary response. The IDS is divided into two sections. The Command, Control and Display Equipment (CCDE) located in the CSCS and the cameras/sensors located in the SSF.

1. The IDS will consist of the following types of sensors designed to detect intrusion:

- a. Balanced Magnetic Switch. A two-part sensor usually mounted on a door and doorframe, it generates an alarm condition when a change in the magnetic field between the parts is detected.
- b. Closed Circuit Television. Cameras installed exterior and interior in the SSF directly connected to the video server and display monitors in the CSCS.
- c. Infrared Motion Detectors. A low power area protection device that detects a change in temperature within the coverage pattern caused by the movement of a body. The sensor generates an alarm when a moving object causes a change in radiated energy levels within the coverage area.
- d. Tamper Alarms. Installed over sensitive components necessary for IDS function, will generate an alarm if any access to these components is detected.
- e. Volumetric Alarms. Designed to detect movement within the alarmed area, as opposed to the detection of perimeter penetrations.

2. The Command, Control and Display Equipment are comprised of the following components:

- a. Annunciator. A device that signals a change of protection zone status in a security system, usually in for the form of audible and/or visual signals.
- b. Video Display Monitors. Viewing screens connected to SSF cameras allowing alarm operators a live feed to perform surveillance.
- c. Video Server. Computer based device that performs recording, storage and playing of the video stream from the SSF cameras.

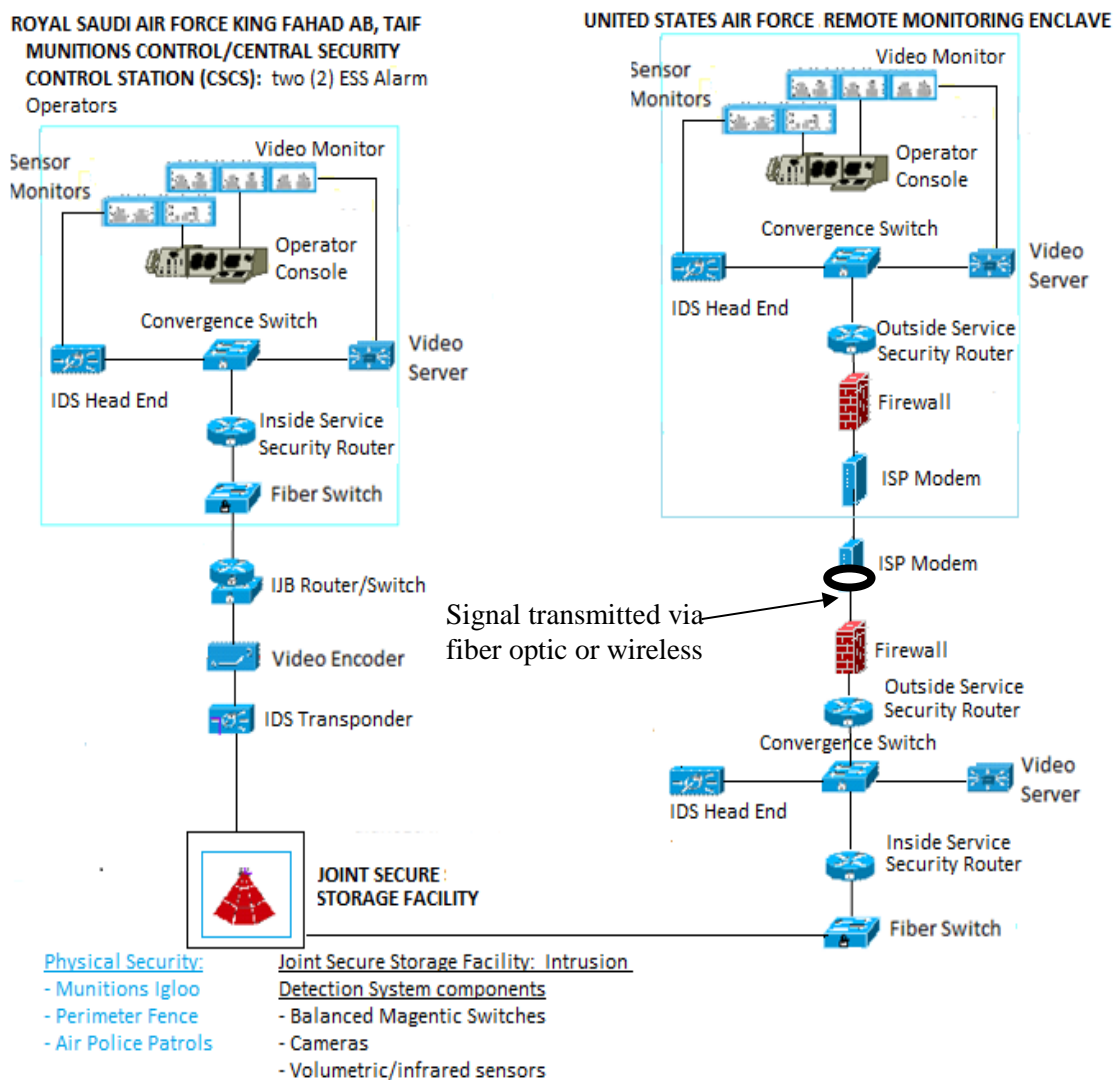
F. CCA Transportation

At times it will be necessary to transport CCA between bases or back to the US for Original Equipment Manufacturer (OEM) maintenance. The RSAF is responsible for coordination and provision of all transportation; both within KSA and back to the US. Coordination must also be established with ESSMs at the origin SSF, the destination location, and with the lead ESSM at the Eskan Village monitoring facility prior to any transportation. The lead ESSM at Eskan Village has transportation denial authority if sufficient transportation coordination does not exist and must give approval prior to movement of CCA. These SOPs cover specific details of transportation within KSA.

G. Intrusion Detection System Layout

The following IDS Layout graphic depicts the relationships between IDS components. Following the graphic, specific components are described.

TYPICAL IDS LAYOUT



STANDARD OPERATING PROCEDURES AND ASSOCIATED CHECKLISTS

1.0 PURPOSE

This document contains the SOP and associated checklists required for the RSAF to operate the Electronic Intrusion Detection System IDS at the CCA SSF. The SOP defines security procedures to monitor, protect, transport, and secure the SSF for CCA storage and maintenance use. Its daily use will be validated on initial certification by a visiting USG team and annually validated by in-country USG and RSAF representatives. Periodic recertification may be accomplished by USG.

2.0 SCOPE

This document supports security operations conducted by the RSAF and oversight operations conducted by ESSM personnel.

3.0 ETHICAL STANDARDS

As a member of the joint effort between the Kingdom of Saudi Arabia and the USG, you are the visible representatives of your Government. All duties will be performed in a professional manner and cultural attributes will be respected at all times by all parties. Do not discuss offenses or incidents, except in the line of duty. In addition, do not accept any advantage, gratuity, or reward for performing official duties. It is your duty to accept the authority with which you have been entrusted and to carry out the responsibilities, firmly, and in a manner that commands respect.

4.0 SECURITY REQUIREMENTS

4.1 Facility Requirements

a. The SSF site will have necessary grading to enable proper drainage and erosion control. Utilities including power and communications/fiber optic cabling to the main base must be installed. The SSF will be a concrete structure, with no visible interior/exterior cracks or signs of water damage.

b. SSF doors will be double doors constructed of steel (solid or filled).

c. The door will be secured with an anti-corrosion, key-operated high-security padlock and a high-security hasp.

d. Exterior security requirements:

1) Exterior building and door lighting systems will be present to ensure sufficient lighting to cover the front entrance of the facility.

2) Existing air vents will be barred with a minimum of nine-gauge rebar and attachment points will be welded or strengthened to prevent access and/or removal.

e. Interior security requirements:

A floodlight system will be installed to the ceiling of the SSF to ensure adequate lighting inside the building. The floodlights will have an IR sensor and will automatically and immediately illuminate upon any access into the SSF.

4.2 Manpower

Both organizations must designate one person to fulfill this role. The ESSM must also have operator, maintainer, training, and administrative responsibilities for the Electronic Security System.

a. The USG will ensure ESSM or a qualified representative will be available 24 hours a day, 7 days a week, 365 days a year.

b. Alarm Operators are RSAF Air Police personnel who are responsible for maintaining surveillance of assigned sectors, monitoring sensor status and activations, controlling cameras capability and assessing all alarms emanating from the shelters.

1) RSAF will staff the base's SSF monitoring station to ensure uninterrupted (non-stop) coverage 24 hours a day, 7 days a week, 365 days a year.

2) RSAF will take lead on quarterly functional tests in conjunction with the ESSM.

c. RSAF Air Police armed response teams will consist of two or more members, equipped with weapons and appropriate ammunition. Teams must also have capability to communicate with the RSAF Air Police CSCS.

1) The RSAF Air Police Commanding Officer for the SSF and the surrounding area is responsible for deploying armed response teams to detected intrusions and alarms.

2) In the event of SSF intrusion or alarm notification, RSAF Air Police will provide an immediate on-site armed response within 5-minutes.

4.3 Intrusion Detection System

The IDS is capable of integrating multiple Force Protection technologies into a single point providing situational awareness and control. This system serves as the central processing system for all the sensors, displays, controllers, and other technologies operating as part of the system. The system includes automation and is scalable and adaptable to specific site requirements. A technical review of the IDS will be jointly conducted by RSAF and USG security officials at least every five (5) years.

a. Command, Control, and Display Equipment will be comprised of an annunciator, alarm display screen and viewing monitors and is located in the RSAF Air Police CSCS.

1) Each station will be staffed by alarm operators capable of monitoring all aspects of the IDS. Video camera views can be depicted on any combination of monitors from a single desktop to multiple large screens. This supports scalability to tailor the system to specific site requirements, including the number and configuration of operator stations.

2) Cameras with the capability for short-range day/night surveillance and assessment will be utilized. Cameras will be capable of assessing intrusions (by operator viewing image) when alerted by sensors and depending on range, determine the number, activity, behavior, and equipment of intruders.

3) Interior Sensors will be installed at the SSF. The employed sensors will be both Balanced Magnetic Switches (BMS) at the door and either infrared or microwave sensors in the SSF.

4) Field Distribution Boxes will be used for cameras and sensors and installed with tamper alarms.

5) Video Management System (VMS) will be used for video storage/playback and immediate visual assessment. Recorded video is stored digitally on the video server hard drive. Recorded data will be held for a minimum of 30 days.

6) Tamper alarms will be installed at all junction boxes, CCDE consoles, equipment rooms, pull boxes, and Field Distribution Boxes.

b. IDS sensors have adjustable sensitivity levels. Sensitivity of the system will be determined by RSAF and USG ESSM.

4.4 Deployed Facility Security Requirements

A deployed SSF that does not meet the requirements outlined in section 4.0 of this SOP is not permitted. If the need for forward basing is anticipated, it is incumbent upon the RSAF to construct a facility at the forward location that meets all predefined requirements before it will be authorized by the USG to store CCA.

5.0 General Responsibilities

To ensure the safeguarding of CCA, all personnel listed below are responsible for ensuring appropriate procedures are followed at all times. Beginning with Section 7.0 of this SOP are specifically developed checklists and logs to ensure accountability of CCA is always maintained. Personnel are required to be intimately familiar with this SOP and attached checklists/logs will be used at all times when handling CCA. Physical copies of checklists should be printed and readily available for use to all personnel who act in the roles described in this section. It is the responsibility of each role to ensure they have checklists available for immediate and unanticipated use.

5.1 Security Operations

RSAF Air Police will conduct routine patrols 24 hours a day, 7 days a week, 365-days a year. The patrols will include a physical check of the facility perimeter to include status of the access door padlocks and airshafts each shift to ensure SSF security integrity. In the event of a total system failure, RSAF Air Police will post a minimum of one-armed sentry until the system operations are reestablished. The sentry must have the capability to communicate with CSCS. Air Police will document all patrols on the patrol log. Patrol log history of all activity will be maintained at the CSCS for a minimum of one year.

During ground transportation outside of flight line operations, RSAF Air Police will provide sufficient and appropriate armed escort to ensure physical security of CCA.

CSCS is responsible for dispatching all RSAF Air Police patrols in exercise and emergency situations.

5.1.1 Critically Controlled Assets Secure Storage Facility Access List

A SSF Access List must be developed and maintained by the local RSAF Supply Squadron Commander and the on-site ESSM. This list will be used to authenticate authorized personnel who have a valid need to enter the storage facility before being allowed access. If the individual requesting access is not on the access list, they will not be allowed to enter the SSF. RSAF personnel required to transport CCA will be authorized to be on this list provided they are escorted by an authorized USG representative.

5.1.2 Critically Controlled Asset Secure Storage Facility Access Control

Before the SSF facility is opened by a designated representative, authentication is made with CSCS to verify access list authorization and the need to enter.

All personnel who enter or exit the SSF shall be subject to an inspection of their hand-carried articles to prevent the introduction of prohibited items and/or the removal of sensitive material by RSAF Air Police or ESSM. Prohibited items include: cameras, personal cell phones, personal firearms and/or weapons, flammable or explosive items.

5.1.3 Critically Controlled Asset Secure Storage Facility Response

An armed RSAF Air Police patrol will arrive on-site within 5-minutes upon any notification of alarm or intrusion to the SSF or surrounding area. Armed security personnel will deploy at the direction of the Air Police supervisor to intercept intruders, check building intrusion detections, and/or search areas after engagements.

a. In the event of an actual intrusion, the RSAF Air Police Commanding Officer and the Director of Logistics and Supply will be notified immediately. The commanding officer will then notify ESSM who will then notify USMTM. Upon notification USMTM will provide an ESSM on site within 1 hour to conduct an inventory to identify any missing items.

b. In the event of a nuisance alarm and/or false alarm as determined by RSAF Air Police, notification will terminate with the RSAF Air Police Commanding Officer. ESSM does not have to be notified for NAR/FAR. NAR/FAR rates will be annotated by the ESSM to determine maintenance actions as needed.

5.1.4 Types of Alarms

a. Unannounced Alarm. An unannounced alarm will be handled using the following procedures:

1) In the event a door in secure mode generates an alarm, an RSAF Air Police patrol will be immediately dispatched and be on-site within 5-minutes to assess the situation and will determine the cause of the alarm, taking appropriate measures to safeguard assets. Upon ensuring physical security of the SSF, RSAF Air Police will notify the ESSM who will be on-site within 1-hour (2-hours for CIF) to conduct a CCA inventory.

2) If the alarm is determined to have been caused by human error (i.e., someone opening the door prior to notifying CSCS) RSAF Air Police members will detain and identify the individual and determine the reason for the alarm. Once a determination has been made, the responsible party will be positively identified with CSCS, the appropriate action will be taken and documented in the patrol log.

3) If the alarm was caused by human error and the responsible party was not on the access list for the SSF, their immediate supervisor will be contacted and an authorized person will respond. This action will be documented in the patrol log.

b. Tamper Alarms. Tamper Alarms are alarms positioned on several key components of the system and will activate when an attempt is made to gain access to the equipment or cutting or shorting the interconnecting cables. These alarms are normally at locations where the circuitry of the transmission lines joins.

c. False Alarms (FAR). False Alarms are alarms with no known cause. As a general rule Invalid Alarm Rates should not exceed one per 24-hour period per sensor region. Work order should be initiated upon receipt of the second alarm.

d. Nuisance Alarms (NAR). Nuisance Alarms are alarms caused by an influence the sensor was designed to detect such as an animal or an act of nature, but is not related to an intrusion. They may be caused by heavy rains, hail or sleet, ice on the fence, high winds, windblown debris hitting the fence, lightning discharges in close proximity of the sensor, and animals brushing against the fence. No more than three NAR per 24-hour period per sensor region should occur.

e. Equipment Communications Failure. Equipment Communications Failure indicates a failure of communication between components has occurred and may be caused by a malicious attempt to circumvent the system. This event requires an IMMEDIATE maintenance response not to exceed 1 hour (2 hours for CIF). RSAF Air Police refer to paragraph 5.1.1 regarding response.

5.1.5 IDS Training

RSAF Air Police alarm monitors must be trained and certified by ESSM in order to operate the system in a proficient manner. Individuals will require annual refresher training and certification to maintain proficiency

5.2 United States Government Electronic Security System Manager

The role of the ESSM will be to insure the continued operation of the security system as well as document and report all security system malfunctions, nuisance alarms and active alarms. The ESSM will assist RSAF personnel in the day-to-day operation and maintenance of the ESS.

a. The ESSM will be fully trained on the system to include operator, maintainer and administrator roles. Additionally, the ESSM is responsible for training and certifying RSAF alarm monitors. The ESSM will develop a training program to certify RSAF alarm monitors.

b. The ESSM will troubleshoot and repair faults within the system, and is also responsible for maintaining alarm log history for a minimum of one year. The ESSM will review and purge alarm logs every 30 days maintaining a current years data. The ESSM will conduct monthly analysis of logs for trends, i.e., NAR, FAR, maintenance, and/or faulty equipment.

1) If the fault is beyond ESSM scope of repair, the ESSM will notify ESSMA and coordinate further troubleshooting and maintenance repair actions.

2) If the fault is beyond the ESSMA's scope of repair, the ESSM will notify RSAF Air Police to determine if extensive contracted maintenance is necessary.

c. The ESSM will be responsible for maintaining routine overall system maintenance and will conduct quarterly functional tests of the electronic security system with RSAF

1) Functional tests are designed to ensure each component of the electronic security system is working at full capability.

2) Functional tests will consist of the following steps:

a) ESSM will coordinate with Supply Squadron Commander, the Security Forces Squadron Commander, and the RSAF ESSM to ensure all required personnel and monitoring stations are aware of the date and time of the functional test.

b) Coordinate communication between the alarmed facility and CSCS.

c) Open doors for BMS alarm activation test.

- d) Personnel enter the SSF to ensure interior sensors are activated.
- e) Verify monitoring stations are tracking the alarmed event through cameras.
- f) Ensure the VMS is recording the alarmed event and allow video playback.
- g) Upon completion of the functional test, ensure SSF is secured and alarmed.
- h) Quarterly functional tests will be documented in a log and kept for a minimum of one year.

d. The ESSM will document and report all security system maintenance, active, false, and nuisance alarms to RSAF Air Police and USMTM on a monthly basis.

e. The ESSMs will conduct biannual Enhanced End of Use Monitoring and provide updates to both RSAF and USAF Access Authority.

f. The ESSM is responsible for managing and tracking both serviceable and unserviceable CCA Assets to maintain assigned stock levels at his particular SSF.

g. The ESSM will ensure unserviceable CCA are properly inspected and packaged prior to any shipment back to CONUS for the Repair and Repair Program.

5.2.1 United States Government Electronic Security System Manager Administrator (ESSMA)

a. The ESSMA is stationed at Eskan Village, Riyadh and is the lead authority within the CCA monitoring and accounting program in KSA.

b. The ESSMA is responsible for ensuring all ESSMs and back up ESSMs are trained IAW procedures and standards determined by the ESSMA.

1) The ESSMA will maintain a list of current and qualified ESSMs and conduct semiannual refresher training with each ESSM.

c. The ESSMA will manage the monitoring facility at Eskan Village, Riyadh.

d. The ESSMA is the primary coordinator for managing ESSM manning in kingdom.

e. The ESSMA or his delegate is the primary coordinator for handling RSAF Logistics coordination when CCA are to be transported. Additionally, as referenced in Appendix 12.0 and 13.0, in the event of unanticipated CCA transportation problems, the ESSMA will coordinate with RSAF Logistics to dispatch alternate transportation vehicles and relief CCA Couriers to ensure no lapse in CCA monitoring and accounting occurs. The ESSMA retains authority to deny CCA transportation if, in his opinion, appropriate measures consistent with the SSA are not in place.

f. ESSMA is responsible for coordinating, in conjunction with the ESSM, the management and logistical movement of unserviceable CCA material from the F-15SA Avionic Pod Shops to the US Point of entry for Repair and Return.

- Track movement all CCA assets.

- Coordinate with RSAF for ground/air logistical support of CCA movement.
- Ensure shipping manifest information is submitted to Warner Robins (i.e. **XDC**: Date reparable shipped from customer to freight forward and **XDF**: Receipt of repaired CCA at SSF)
- Ensure stock levels are maintained at all KSA SSF.

5.2.2 United States Government Critically Controlled Asset Courier

a. CCA Couriers are responsible to monitor and account for CCA during transportation. CCA Couriers must be US citizens with a SECRET security clearance. All ESSMs perform CCA Courier duties when the need to transport CCA exists. ESSMs should be used as CCA Couriers whenever possible. Only under extreme circumstances should other qualified people be used as CCA Couriers.

b. During ground transportation, CCA Couriers shall travel in a convoy with the CCA transportation vehicle in order to maintain accountability throughout transit.

c. During air transportation, CCA Couriers shall travel in the same aircraft as the CCA in order to maintain accountability throughout transit.

d. CCA Couriers will be equipped with a satellite phone and must report status of ground transportation every 3 hours while in route or immediately upon deviation from preplanned route and report take-off and landing of air transportation. In the event of emergency during transportation, CCA Couriers will contact the ESSMA to communicate the nature of the emergency and request specific relief (i.e. alternate vehicle transportation and/or additional CCA Courier support).

5.3 RSAF Supply Squadron

a. All supply squadron activities are the responsibility of the Supply Squadron Commander.

b. Supply Squadron will provide RSAF Air Police an access list of all RSAF personnel who will have authority for escorted physical access.

c. Supply Squadron will validate the access monthly to ensure up-to-date status and provide updates to RSAF Air Police. Previous versions of the access list will be kept for a minimum of one year.

d. Supply Squadron will maintain the access list used to authenticate authorized personnel who have a valid need to enter the storage facility before being allowed access. Personnel on the access list must be a 7-level avionics technician, supply technician, supply officer, or maintenance expeditor. The personnel on the access list will be authorized as CCA Flight Line Couriers (CCAFLC). CCAFLCs are authorized to bring CCA to and from F-15SA aircraft on the flight line and the SSF.

e. Supply Squadron will be responsible for providing security of the CCA while the SSF is in the access mode.

f. While accessing and/or transporting CCA in and out of the SSF area, the CCA Flight Line Couriers is the responsible authority for security.

g. In the event of an F-15SA not returning to its base of departure, the RSAF is required to notify the local ESSM. It is imperative that local ESSMs have an accurate accountability log of how many aircraft are assigned to his location of responsibility and thus it is incumbent upon RSAF Supply to ensure the ESSM is kept current on planned and unplanned off station movement.

5.4 RSAF Logistics

a. RSAF Logistics will provide transportation for all CCA movements between KSA and the US IAW separate F-15SA CCA Transportation Plan maintained by AFLCMC/WWQI F-15SA.

b. RSAF Logistics will provide transportation for all CCA movements in KSA per the instructions in this SOP.

c. For all transportation except flight line operations, RSAF Logistics will provide ESSM at base of origin with transportation itinerary 2 weeks prior to movement of CCA.

d. RSAF Logistics will have available an alternate transportation vehicle on a 1-hour alert status to be dispatched to a disabled CCA transportation vehicle. RSAF Logistics will also provide a contact phone number and dispatch authority of the alternate transportation vehicle to the ESSMA. If CCA being shipped is too heavy or large to move from the disabled vehicle to the alternate vehicle, RSAF Logistics will also provide appropriate moving equipment with the alternate vehicle. For example the AESA Radar Antenna is 4 feet x 4 feet x 4 feet and weighs over 400lbs.

e. In the event a ground CCA transportation vehicle is disabled in transit, the ESSMA will contact and dispatch the alternate transportation vehicle to the location of the disabled vehicle. CCA must be offloaded from the disabled vehicle onto the alternate vehicle before the disabled vehicle can be towed.

f. RSAF Logistics is required to provide all appropriate documentation and coordination information for CCA transportation required by this SOP and the F-15SA CCA Transportation Plan to the ESSMA as prescribed by the appropriate checklist for his approval. The ESSMA retains authority to deny CCA transportation if in his opinion, appropriate measures consistent with the SSA are not in place.

6.0 GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

6.1 Acronyms

BMS	Balanced Magnetic Switches
CCA	Critically Controlled Asset
CCAFLC	Critically Controlled Asset Flight Line Courier
SSF	Secure Storage Facility
CCDE	Command, Control and Display Equipment
CIF	Conversion Installation Facility
CSCS	Central Security Control Station
ESSM	Electronic Security Systems Manager
ESSMA	Electronic Security Systems Manager Administrator
FAR	False Alarms
IDS	Intrusion Detection System
NAR	Nuisance Alarms
RSAF	Royal Saudi Air Force
SSA	Special Security Agreement
USG	United States Government
USMTM	United States Military Training Mission
VMS	Video Management Systems

6.2 Terms

Access List - Listing of authorized personnel who have access to the Critically Controlled Asset Secure Storage Facility.

Alarm Operators - RSAF Air Police personnel manning the Central Security Control Station who are responsible for monitoring the Joint Secure Storage Facility.

Authorized Persons - Personnel who have a need-to-know for the classified information involved and are cleared for the receipt of such information. Responsibility for determining whether a person's duties require that they possess, or have access to, any classified information, and whether they are authorized to receive it, rests upon the Munitions Squadron Commander.

Balanced Magnetic Switch - A two-part sensor that generates an alarm condition when a change in the magnetic field between the parts is detected. BMS are usually mounted on a door and doorframe to detect opening of the door to provide better protection against a defeat attempt than a standard magnetic contact.

Central Security Control Station (CSCS) - RSAF Security Force's centralized operations center for the entire base. This shop is manned 24 hours a day, 7 days a week, 365 days a year, and enables Air Police personnel to remotely monitor alarm systems from its centralized location. Upon alarm activation, the CSCS will direct communication and response actions as required and will record all alarms.

Command, Control and Display Equipment (CCDE) - Monitoring system which integrates and controls intrusion detection sensors and alarms for operational use.

Conversion Installation Facility (CIF) - A facility located in Riyadh at which all 70 F-15S models will be converted to F-15SA models beginning in 2017. This facility has five designated ESSMs whose responsibilities are limited to local storage and accountability of CCA at the CIF itself.

Critically Controlled Asset (CCA) - F-15SA spare Line Replaceable Units or Line Replaceable Modules for the following equipment: AESA Radar Antenna, Radar Power Supply, Radar Data Processor, Radar Receiver, Aircraft Interface Module, Digital Channelized Receiver/Technique Generator, Electronic Warfare Controller, and Advanced Display Core Processor I and II. These items can only be stored loaded correctly into an F-15SA aircraft which is on a guarded flight line or in a designated SSF. They are accountable items and must always be guarded/escorted as outlined in the SOP.

Critically Controlled Asset Courier (CCA Courier) - US Citizen with a SECRET clearance who travels with CCA. Should be performed by ESSM or back-up ESSM unless absolutely otherwise required. All CCA Couriers will be approved for responsibility by ESSMA in memorandum stored at Eskan Village. This must simply state that the ESSMA approves person(s) for CCA Courier duty and they have completed all required training.

Critically Controlled Asset Flight Line Courier (CCAFLC) - Designated RSAF 7-level, supply technician, Supply Officer, or Flight Line supervisor with specific need-to-access for CCA on the SSF access list. CCAFLC are only authorized to transport CCA directly between F-15SA aircraft and the local SSF while on the base or at the CIF.

Secure Storage Facility (SSF) - A prescribed storage facility with two layers of protection consisting of motion sensors, cameras, and alarms. Specific requirements for SSF designation are outlined, but not limited to section 4.0. These facilities have stringent construction requirements and require significant coordination between RSAF and USG security officials.

Electronic Security Systems Manager (ESSM) - Function held by a USG representative. The ESSM is responsible for maintaining the IDS and ensuring RSAF Air Police personnel training and system administration.

Electronic Security Systems Manager Administrator (ESSMA) - A USG employee based at Eskan Village, Riyadh, Saudi Arabia. The ESSMA is the lead ESSM responsible for direct oversight and coordination of all ESSMs, CCA, and SSFs in KSA.

Infrared Motion Detector - A passive, low power, area protection device that detects a change in ambient temperature within the coverage pattern caused by the movement of a body. Sensor circuitry generates an alarm when a moving object causes a change in radiated energy levels within the coverage area. These units are more sensitive to objects moving across the beam pattern than to objects moving toward the sensor.

Intrusion Detection System (IDS) - An alarm system comprised of intrusion sensors and alarm devices for the purpose of detecting intruders. Typical intrusion detectors include balanced magnetic switches and ultrasonic, infrared, or microwave motion or intrusion sensors.

False Alarms (FAR) - An alarm signal that does not represent a dangerous or unwanted condition, usually caused by some fault or problem in the system.

Microwave Sensor - An active intrusion sensor that detects the movement of a person or object through a pattern of microwave energy, recognizing movement within a protected area.

Nuisance Alarms (NAR) - Alarms caused by an influence the sensor was designed to detect such as an animal, an act of nature or an inadvertent action by authorized personnel, but is not related to an intrusion

Tamper Alarms - Devices positioned over key components of the system that activate when unauthorized attempts to gain access and/or reduce functionality of the equipment are detected.

Unauthorized Person - Any person who is not authorized to have access to specific classified information. Regardless of the degree of clearance, an individual is not authorized access to classified information of any degree without a demonstrated need-to-know.

Video Management System - Camera and video monitor system that enable live and recorded viewing of the SSF.

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7.0 CHECKLIST FOR CCA TRANSFER FROM CCA COURIER TO ESSM

This checklist is part of the Critically Controlled Assets Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist will be run when CCA are being accepted and stored at a SSF after being delivered by a CCA Courier. The primary users for this checklist are ESSMs, CCA Couriers, and RSAF Air Police CSCS personnel. ESSMs will verify the operations are being executed in accordance with the checklist. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

7.1 SSF Entry Procedures	CCA Courier	ESSM	CSCS
7.1.1 Physical entry into the SSF is controlled by ESSM.		<input type="checkbox"/>	
7.1.2 ESSM verifies entry authorization before allowing any individuals' access to the SSF. ESSM will grant access to the SSF after ensuring the individual is listed on the current access list.		<input type="checkbox"/>	
a) Individuals listed on the access list will display their badge.		<input type="checkbox"/>	
b) Individuals must display all badges above the waist and in clear view at all times.		<input type="checkbox"/>	
7.1.3 ESSM retrieves access key from high security, combination safe.		<input type="checkbox"/>	
7.1.4 ESSM notifies CSCS of intent to open SSF.		<input type="checkbox"/>	<input type="checkbox"/>
a) CSCS ensures sensors and alarms are turned off during SSF access.		<input type="checkbox"/>	<input type="checkbox"/>
7.1.5 ESSM opens SSF.		<input type="checkbox"/>	
7.2 CCA Sign In Procedures			
7.2.2 ESSM enters incoming CCA tracking information in SAMIS.		<input type="checkbox"/>	
a) NSN		<input type="checkbox"/>	
b) P/N		<input type="checkbox"/>	
c) Serial number		<input type="checkbox"/>	
7.3 Transfer CCA from CCA Courier to ESSM			
7.3.1 ESSM physically moves CCA into SSF.	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.2 ESSM fills out 2 hand receipts		<input type="checkbox"/>	
a) Date/Time		<input type="checkbox"/>	
b) Name of ESSM accepting CCA		<input type="checkbox"/>	
c) Name of CCA Courier relinquishing CCA		<input type="checkbox"/>	

	CCA Courier	ESSM	CSCS
d) CCA identification of each part to be stored		<input type="checkbox"/>	
1) NSN		<input type="checkbox"/>	
2) P/N		<input type="checkbox"/>	
3) Serial number		<input type="checkbox"/>	
e) Both ESSM signing out CCA and Courier accepting CCA sign hand receipts	<input type="checkbox"/>	<input type="checkbox"/>	
f) File hand receipt in CCA Courier log for 1 year after CCA is signed into destination in SAMIS	<input type="checkbox"/>	<input type="checkbox"/>	
7.2.4 SSF Exit Procedures			
7.4.1 After outgoing CCA is handed off, ESSM will secure the SSF.		<input type="checkbox"/>	
a) SSF doors closed and padlocks secured.		<input type="checkbox"/>	
b) Verify with CSCS that alarms and sensors are engaged and operational		<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.		<input type="checkbox"/>	
d) Return keys to high security, combination safe.		<input type="checkbox"/>	

8.0 CHECKLIST FOR SHIPPING FOR REPAIR AND RETURN OF UNSERVICEABLE CCA

This checklist ensures the proper security, safe transportation and correct processing of CCA as per the RSAF Standard Base Supply System (SBSS) for the Repair and Return Program. The Future state of the CCA program consist of five 24 hour SSF (Inside Avionic Pod Shop) at each F-15SA Bases and one SSF at the Al-Salam Consolidation Installation Facility (CIF). In the meantime, the SSF at Khamis Mushayt (KKAB) will be the first operational SSF to store subject spares and act as a supply consolidation point for both serviceable and unserviceable items. When King Abdulaziz Air Base (KAAB) Avionic Pod Shop (SSF) is certified for operation, it will take over that preceding responsibility. This checklist will be used and annotated by the appropriate personnel when an unserviceable CCA item(s) is required to be shipped to the CONUS for the Repair and Return Program. Red lettering specifically addresses Repair and Return Program Procedures for the SSF KKAB.

Date Checklist Executed: _____

Accountable ESSM: _____

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
8.1 ESSM notifies and provides an email with the below information to the ESSMA (acknowledge receipt) that he has received an unserviceable CCA item		<input type="checkbox"/>		<input type="checkbox"/>	
a) Description		<input type="checkbox"/>			
b) National Stock Number (NSN)		<input type="checkbox"/>			
c) Part Number		<input type="checkbox"/>			
d) Serial Number		<input type="checkbox"/>			
e) Source of Repair (SOR) Address		<input type="checkbox"/>			
f) Fund Case		<input type="checkbox"/>			
g) Cost of repair		<input type="checkbox"/>			
8.2 ESSMA will coordinate with RSAF for the logistical movement of unserviceable CCA material a minimum of two weeks prior to the departure of the Multi Role Tanker Transport (MRTT) aircraft to CONUS in accordance with the RSAF MRTT Logistics Missions Schedule.				<input type="checkbox"/>	
(Interim Procedure KKAB) a) Request and Coordinate with the RSAF to obtain a Multi Role Tanker Transport (MRTT) aircraft and ground transportation for movement of CCA from KKAB to CONUS. b) Ensure the KKAB ESSM has been informed of the preceding information. c) The next step for Interim Procedure: Go to 8.15				<input type="checkbox"/>	

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
8.2.1 Arrange C-130 or ground transportation from the F-15 Avionic Pod Shop at each F-15SA base to Avionic POD Shop KAAB (CCA Unserviceable Consolidation Center).				<input type="checkbox"/>	
8.2.2 Request and Coordinate with the RSAF to obtain a Multi Role Tanker Transport (MRTT) aircraft and ground transportation for movement of CCA from Avionic Pod Shop (CCA Unserviceable Consolidation Center) to KAAB airfield staging and loading area for further shipment to CONUS.				<input type="checkbox"/>	
8.3 ESSMA notifies RCM, Depot Transportation, and the applicable ESSM of MRTT flight details (i.e. time, date, pickup location and type transportation). ESSM acknowledges receipt of information.		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
8.4 CCA Check Out Procedures from ESSM to Courier					
8.4.1 ESSM to ensure that CCA is properly packaged and palletized (Plastic Pallets or authorized heat treated pallets) prior to shipment. See 18.0 Inspection Checklist(Awaiting Inspection checklist from Dhahran Depot Supply)		<input type="checkbox"/>			
8.4.2 ESSM documents outgoing unserviceable CCA		<input type="checkbox"/>			
a) NSN		<input type="checkbox"/>			
b) P/N		<input type="checkbox"/>			
c) Serial number		<input type="checkbox"/>			
8.5 Transfer CCA monitor responsibility to CCA Courier					
11.5.1 ESSM fills out 2 hand receipts Attachment 17.0		<input type="checkbox"/>			
a) Date/Time		<input type="checkbox"/>			
b) Name of Courier accepting CCA		<input type="checkbox"/>			
c) Name of ESSM signing out CCA		<input type="checkbox"/>			
d) Name and point of contact information of RSAF logistics officer responsible for transportation of RSAF shipments.		<input type="checkbox"/>			
e) Transportation vehicle identification (i.e. aircraft tail number, truck license plate)		<input type="checkbox"/>			
f) CCA identification of each part to be moved		<input type="checkbox"/>			
1) NSN		<input type="checkbox"/>			
2) P/N		<input type="checkbox"/>			
3) Serial number		<input type="checkbox"/>			
g) ESSM and the Courier both sign CCA hand receipts		<input type="checkbox"/>	<input type="checkbox"/>		

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
h) File hand receipt in CCA Courier log for 1 year after CCA is signed into destination		<input type="checkbox"/>	<input type="checkbox"/>		
8.6 SSF Exit Procedures					
8.6.1 After outgoing CCA is handed off, the ESSM will complete the following.		<input type="checkbox"/>			
a) SSF doors closed and padlocks secured.		<input type="checkbox"/>			
b) Verify with CSCS that alarms and sensors are engaged and operational	<input type="checkbox"/>	<input type="checkbox"/>			
c) Account for all personnel before leaving the area.		<input type="checkbox"/>			
d) Return keys to high security, combination safe.		<input type="checkbox"/>			
8.7 Courier will physically oversee the loading of CCA aboard the ground/air transportation.			<input type="checkbox"/>		
Courier will accompany CCA item to the point of departure for CONUS (KAAB Avionics POD Shop).			<input type="checkbox"/>		
<u>Courier shall have</u> visual contact at all times of CCA while in transit.			<input type="checkbox"/>		
b) If the CCA is loaded in a C-130 aircraft, the Courier must oversee the loading of subject item within the cargo compartment and know where these assets are located within the aircraft.			<input type="checkbox"/>		
8.8 Upon arrival at KAAB the Courier oversees offloading of the CCA from C-130 aircraft to ground transportation vehicle.			<input type="checkbox"/>		
8.9 The Courier will accompany the CCA from the arrival aircraft to the SSF KAAB.			<input type="checkbox"/>		
8.10 Execute SSF Entry		<input type="checkbox"/>			
8.10.1 Physical entry into the SSF is controlled by ESSM.		<input type="checkbox"/>			
8.10.2 ESSM verifies entry authorization before allowing any individuals' access to the SSF. ESSM will grant access to the SSF after ensuring the individual is listed on the current access list.		<input type="checkbox"/>			
a) Individuals listed on the access list will display their official badge.		<input type="checkbox"/>			
b) Individuals must display all badges above the waist and in clear view at all times.		<input type="checkbox"/>			
8.10.3 ESSM retrieves access key from high security, combination safe.		<input type="checkbox"/>			
8.10.4 ESSM notifies CSCS of intent to open SSF.		<input type="checkbox"/>			
a) CSCS ensures sensors and alarms are turned off during SSF access.		<input type="checkbox"/>			

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
8.10.5 ESSM opens SSF.		<input type="checkbox"/>			
8.11 Execute CCA Sign In Procedures					
8.11.1 ESSM enters incoming CCA		<input type="checkbox"/>			
a) NSN		<input type="checkbox"/>			
b) P/N		<input type="checkbox"/>			
c) Serial number		<input type="checkbox"/>			
8.11.2 Execute Transfer CCA From CCA Courier to ESSM in the SSF (See 8.3 to 8.3.2 f)		<input type="checkbox"/>			
8.12 Transfer CCA from CCA Courier to ESSM		<input type="checkbox"/>			
8.12.1 ESSM physically moves CCA into SSF.		<input type="checkbox"/>			
8.12.2 ESSM fills out 2 hand receipts		<input type="checkbox"/>			
a) Date/Time		<input type="checkbox"/>			
b) Name of ESSM accepting CCA		<input type="checkbox"/>			
c) Name of CCA Courier relinquishing CCA		<input type="checkbox"/>			
d) CCA identification of each part to be stored		<input type="checkbox"/>			
1) NSN		<input type="checkbox"/>			
2) P/N		<input type="checkbox"/>			
3) Serial number		<input type="checkbox"/>			
e) Both ESSM signing out CCA and Courier accepting CCA sign hand receipts		<input type="checkbox"/>	<input type="checkbox"/>		
f) File hand receipt in CCA Courier log for 1 year after CCA is signed into destination in SAMIS		<input type="checkbox"/>	<input type="checkbox"/>		
8.13 After outgoing CCA is handed off, ESSM will secure the SSF.		<input type="checkbox"/>			
a) SSF doors closed and padlocks secured.		<input type="checkbox"/>			
b) Verify with CSCS that alarms and sensors are engaged and operational		<input type="checkbox"/>			
c) Account for all personnel before leaving the area.		<input type="checkbox"/>			
d) Return keys to high security, combination safe.		<input type="checkbox"/>			
8.14 ESSM notifies the ESSMA that the item has arrived safely in the KAAB Avionics Pod Shop (CCA Consolidation Center) pending shipping instructions.		<input type="checkbox"/>			

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
8.15 ESSMA forwards data provided in 8.1 above to Repairable Control Center (RCM) Dhahran Depot Supply and to Dhahran Depot Transportation located in building 622 to obtain shipping authorization to CONUS (POC Below). a) TBA, RCM (KAAB) Com: 966-13-330-6666 Ext. 43655, Cell: 966-058-228-0430, Email: depot_rcm@hotmail.com b) Chief Khamis AL-Niffee, Depot Transportation (KAAB), Com: 966-13-330-6666 Ext 43720 Cell: 966-50-0081025 Ext. 121, Email: depotsupply@hotmail.com				<input type="checkbox"/>	
8.16 Actions by RSAF Depot Supply (RCM):					<input type="checkbox"/>
a) RCM Constructs RSAF Form 10-1001 “General Purpose Supply Document” for shipping CCA (Using Document Identifier <u>DSRAC4</u>) to CONUS in the following format: DSRAC4(Julian Date – 4 digits), Serial Number (4 digits): <u>Example DSRAC4-5220-7700</u>					<input type="checkbox"/>
b) RCM shall ensure validity of each item against the Material Item Repair List (MIRL) prior to shipment.					<input type="checkbox"/>
c) RCM forwards completed RSAF Form 10-1001 to RSAF Dhahran Depot Supply Transportation Branch for further action.					<input type="checkbox"/>
d) Once action in 8.17 has been completed by transportation, RCM will forward a report of DCN data to the ESSMA and Warner Robins Transportation.					<input type="checkbox"/>
8.17 Actions by RSAF Depot Supply (Transportation)					<input type="checkbox"/>
a) Inspect unserviceable CCA ensuring the following; 1) identification of item, 2) proper packaging, 3) verification against the attached RSAF Form 10-1000, AFTO Form 350 (Reparable Item Processing Tag) and/or RSAF Form 10-4 (RSAF Unserviceable Label).					<input type="checkbox"/>

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
<p>b) Depot Transportation will complete and submit a Certificate of Origin (Bear Official Depot Stamp for Customs purposes) to the below personnel in CONUS 10 days prior to aircraft scheduled departure to the US. See note below for further explanation.</p> <p>1) Debra Guyton (FF), Commercial: 910 343 8900 Ext. 121, Email: dguyton@gulfamerican.com 2) Susan Beck (FF), Commercial: 910 343 8900 Ext 121, Email: sbeck@gulfamerican.com 3) Mr. Bradley Schmidt, FMS Coordinator, Phone (302) 677-2314 DSN 445-2304, FAX (302) 677-2899, Location: Dover AFB DE, Email: bradley.schmidt.1@us.af.mil</p> <p><i>Note: The US FF sends Certificate of Origin and a copy of the DSP-85 to the broker who is handling the item at the US Military Air Base. Once the item has cleared by US Customs, the item can then be transported to the US. This will prevent seizure of the item by US Customs.</i></p>					<input type="checkbox"/>
<p>b) Upon approval of US Customs, the US FF will notify Depot Transportation and the following actions will be initiated.</p>					<input type="checkbox"/>
<p>(Interim Procedure – RSAF Depot Supply Transportation) Coordinate with KKAB Base Transportation Section (KKAB) to accomplish the below actions.</p> <p>a) Forward all required transportation documentation by Express mail courier through the Warner Robins (WR) WSLO, Dhahran to the WR WSLO at Khamis. Contact information below.</p> <p>1) Greg Gaylor, WR WSLO KAAB, Comm: 966-3-330-2568, Cell: 966-50-570-2036, Email: gbnd4@yahoo.com 2) Tom Riner, WR WSLO KKAB, Comm: 011-966-55-035-7033, Email: khamiswslo@aol.com</p> <p>b) WR WSLO Khamis will hand carry transportation documents to the ESSM KKAB for further processing. Continue with 8.17 c)</p>					<input type="checkbox"/>
<p>c) Inspect unserviceable CCA ensuring the following; 1) identification of item, 2) proper packaging, 3) verification against the attached RSAF Form 10-1000, AFTO Form 350 (Reparable Item Processing Tag) and/or RSAF Form 10-4 (RSAF Unserviceable Label).</p>				<input type="checkbox"/> (Interim)	<input type="checkbox"/>
<p>d) Ensure documents in 11.17 c) are placed inside and attached outside of the container IAW standard packaging and shipping procedures.</p>				<input type="checkbox"/>	<input type="checkbox"/>

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
(Interim Procedure – RSAF Transportation Base Supply) Arrange and provide ground transportation for pickup of CCA at SSF KKAB to loading and staging area at airfield on the date, time and location of MRTT's arrival at KKAB. Continue on Checklist 8.17 f).		<input type="checkbox"/>			
e) Arrange and provide ground transportation at Dhahran Depot Supply for pickup of CCA at SSF KAAB to loading and staging area on the date, time and location of MRTT's arrival at KAAB.					<input type="checkbox"/>
f) Ensure DCN shipping information (i.e. date shipped, mode of shipment) into Shipment Outbound Book (SOB) for each CCA item. Logbook located at Depot/Base Transportation.		<input type="checkbox"/> (Interim)			<input type="checkbox"/>
8.18 ESSM documents outgoing unserviceable CCA					
a) NSN				<input type="checkbox"/>	
b) P/N				<input type="checkbox"/>	
c) Serial number				<input type="checkbox"/>	
8.19 Transfer CCA monitor responsibility to CCA Courier escorting CCA to CONUS				<input type="checkbox"/>	
8.19.1 ESSM fills out 2 hand receipts Attachment 17.0				<input type="checkbox"/>	
a) Date/Time				<input type="checkbox"/>	
b) Name of Courier accepting CCA				<input type="checkbox"/>	
c) Name of ESSM signing out CCA				<input type="checkbox"/>	
d) Name of RSAF logistics officer responsible for transportation POC Information:				<input type="checkbox"/>	
e) Transportation vehicle identification (i.e. aircraft tail number, truck license plate)				<input type="checkbox"/>	
f) CCA identification of each part to be moved				<input type="checkbox"/>	
1) NSN				<input type="checkbox"/>	
2) P/N				<input type="checkbox"/>	
3) Serial number				<input type="checkbox"/>	
g) Both ESSM signing out CCA and Courier accepting CCA sign hand receipts				<input type="checkbox"/>	
h) ESSM shall provide a scanned copy of Attachment 19.0 to ESSMA, RCM, WR Transportation.				<input type="checkbox"/>	

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
i) File hand receipt in CCA Courier log for 1 year after CCA is signed into destination				<input type="checkbox"/>	
8.20 SSF Exit Procedures					
8.20.1 After outgoing CCA is handed off, ESSM will secure the SSF.				<input type="checkbox"/>	
a) SSF doors closed and padlocks secured.				<input type="checkbox"/>	
b) Verify with CSCS that alarms and sensors are engaged and operational	<input type="checkbox"/>			<input type="checkbox"/>	
c) Account for all personnel before leaving the area.				<input type="checkbox"/>	
d) Return keys to high security, combination safe.				<input type="checkbox"/>	
8.21 Courier will physically oversee the loading of CCA aboard the ground/air transportation.			<input type="checkbox"/>		
a) Courier will accompany the CCA items from the SSF (KAAB Avionics POD Shop) to the Staging/Loading area awaiting the RSAF MRTT flying to CONUS.			<input type="checkbox"/>		
b) <u>Courier shall have</u> visual contact at all times of CCA while in transit to the cargo staging/loading area at the airfield while awaiting the RSAF MRTT.			<input type="checkbox"/>		
c) The Courier must oversee the loading of CCA within the cargo compartment aircraft until these assets are completely secure and the doors on the cargo compartment have been secured.			<input type="checkbox"/>		
d) The Courier upon landing at the Military offload destination in CONUS (Normally, Dover AFB DE); the Courier is responsible for the CCA until signed over to the Dover AFB Classified Material Storage Representative. Retain copy of receipt on file for two years.			<input type="checkbox"/>		

9.0 CHECKLIST FOR SSF ENTRY AND CCA TRANSFER TO CCA COURIER FOR TRANSPORTATION

Purpose: This checklist is part of the Critically Controlled Assets Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures Section 6 for definitions of terms and acronyms in this checklist. This checklist is to ensure CCA security monitoring operations in place for signing out CCA from a SSF and transferring their control to a USG CCA Courier for transportation purposes. This checklist will be run when CCA are being accessed for general movement of CCA between SSFs and within KSA for return to OEM for maintenance. The primary users for this checklist are ESSMs, USG CCA Couriers, and RSAF Air Police CSCS personnel. ESSMs will verify the operations are being executed in accordance with the checklist. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

9.1 Notification Procedures	RSAF Supply	ESSM	CSCS	CCA Courier
9.1.1 RSAF Supply supervisor or Supply Officer notifies ESSM of intention to move CCA within KSA NLT 2 weeks prior.	<input type="checkbox"/>	<input type="checkbox"/>		
a) RSAF provides ESSM identification of part to be moved.	<input type="checkbox"/>	<input type="checkbox"/>		
1) NSN	<input type="checkbox"/>	<input type="checkbox"/>		
2) P/N	<input type="checkbox"/>	<input type="checkbox"/>		
3) Serial number	<input type="checkbox"/>	<input type="checkbox"/>		
b) RSAF provides destination information	<input type="checkbox"/>	<input type="checkbox"/>		
1) ESSM ensures SSF exists at destination	<input type="checkbox"/>	<input type="checkbox"/>		
c) RSAF provides transportation mode/timing/route/destination /driver's phone/alternate vehicle location/alternate vehicle contact number	<input type="checkbox"/>	<input type="checkbox"/>		
d) ESSM identifies cleared USG CCA Courier		<input type="checkbox"/>		
1) Relay plan to ESSMA for approval 10 days prior to move		<input type="checkbox"/>		
e) Obtain ESSMA approval for movement plan		<input type="checkbox"/>		
9.2 SSF Entry Procedures				
9.2.1 Physical entry into the SSF is controlled by ESSM.		<input type="checkbox"/>		
9.2.2 ESSM verifies entry authorization before allowing any individuals' access to the SSF. ESSM will grant access to the SSF after ensuring the individual is listed on the current access list.		<input type="checkbox"/>		
a) Individuals listed on the access list will display their badge.		<input type="checkbox"/>		
b) Individuals must display all badges above the waist and in clear view at all times.		<input type="checkbox"/>		

	RSAF Supply	ESSM	CSCS	CCA Courier
9.2.3 ESSM retrieves access key from high security, combination safe.		<input type="checkbox"/>		
9.2.4 ESSM notifies CSCS of intent to open SSF.		<input type="checkbox"/>	<input type="checkbox"/>	
a) CSCS ensures sensors and alarms are turned off during SSF access.		<input type="checkbox"/>	<input type="checkbox"/>	
9.2.5 ESSM opens SSF.		<input type="checkbox"/>		
9.3 CCA Check Out Procedures				
9.3.2 ESSM documents outgoing CCA		<input type="checkbox"/>		
a) NSN		<input type="checkbox"/>		
b) P/N		<input type="checkbox"/>		
c) Serial number		<input type="checkbox"/>		
9.4 Transfer CCA monitor responsibility to CCA Courier		<input type="checkbox"/>		<input type="checkbox"/>
9.4.1 ESSM fills out 2 hand receipts Attachment 19.0		<input type="checkbox"/>		
a) Date/Time		<input type="checkbox"/>		
b) Name of Courier accepting CCA		<input type="checkbox"/>		
c) Name of ESSM signing out CCA		<input type="checkbox"/>		
d) Name of RSAF logistics officer responsible for transportation		<input type="checkbox"/>		
e) Transportation vehicle identification (i.e. aircraft tail number, truck license plate)		<input type="checkbox"/>		
f) CCA identification of each part to be moved		<input type="checkbox"/>		
1) NSN		<input type="checkbox"/>		
2) P/N		<input type="checkbox"/>		
3) Serial number		<input type="checkbox"/>		
g) Both ESSM signing out CCA and Courier accepting CCA sign hand receipts		<input type="checkbox"/>		<input type="checkbox"/>
h) File hand receipt in CCA Courier log for 1 year after CCA is signed into destination		<input type="checkbox"/>		<input type="checkbox"/>
9.4 SSF Exit Procedures				
9.4.1 After outgoing CCA is handed off, ESSM will secure the SSF.		<input type="checkbox"/>		
a) SSF doors closed and padlocks secured.		<input type="checkbox"/>		
b) Verify with CSCS that alarms and sensors are engaged and operational		<input type="checkbox"/>	<input type="checkbox"/>	

	RSAF Supply	ESSM	CSCS	CCA Courier
c) Account for all personnel before leaving the area.		<input type="checkbox"/>		
d) Return keys to high security, combination safe.		<input type="checkbox"/>		

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10.0 CHECKLIST FOR SSF ENTRY FOR EXCHANGE OF CCA UNSERVICEABLE ASSET

Purpose: This checklist is part of the Critically Controlled Assets Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist is to ensure CCA security monitoring operations in place and to prevent an accidental alarm notification. This checklist will be run when CCA are being accessed for the exchange of a CCA unserviceable asset for a serviceable asset. The primary users for this checklist are ESSMs, RSAF Air Police CSCS personnel, and RSAF Supply personnel. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

10.1 Notification Procedures	RSAF Supply	ESSM	CSCS
10.1.1 RSAF Supply supervisor or Supply Officer notifies ESSM of need for spare CCA and provides tail number and parking spot of aircraft requiring maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	
10.1.2 RSAF Supply receive coordination approval from ESSM prior to removing CCA from aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	
a) All CCA exchanges will occur at the SSF.	<input type="checkbox"/>	<input type="checkbox"/>	
b) Time of exchange must be agreed upon prior to CCA being removed from aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	
c) CCA removed from aircraft and immediately transported directly to SSF with no delays or other stops by RSAF CCAFLC.	<input type="checkbox"/>		
d) In event of a cannibalization of CCA assets due to no availability of spares in the supply system, the RSAF shall request from ESSM approval and provide the aircraft tail numbers and serial number of the assets involved. It is recommended that the unserviceable part is brought to the SSF for processing after it is removed from the aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	
e) The GOLDesp system should reflect the physical change of the CCA asset (serial number) on the appropriate aircraft tail number.	<input type="checkbox"/>	<input type="checkbox"/>	
f) The ESSM will notify the ESSMA of the aircraft tail and serial number changes involved in the maintenance action.		<input type="checkbox"/>	
10.2 SSF Entry Procedures			
10.2.1 Physical entry into the SSF is controlled by ESSM.		<input type="checkbox"/>	
10.2.2 ESSM verifies entry authorization before allowing any individuals' access to the SSF. ESSM will grant access to the SSF after ensuring the individual is listed on the current access list.		<input type="checkbox"/>	
a) Individuals listed on the access list will display their badge.		<input type="checkbox"/>	
b) Individuals must display all badges above the waist and in clear view at all times.		<input type="checkbox"/>	

	RSAF Supply	ESSM	CSCS
10.2.3 ESSM retrieves access key from high security, combination safe.		<input type="checkbox"/>	
10.2.4 ESSM notifies CSCS of intent to open SSF.		<input type="checkbox"/>	<input type="checkbox"/>
a) CSCS ensures sensors and alarms are turned off during SSF access.		<input type="checkbox"/>	<input type="checkbox"/>
10.2.5 ESSM opens SSF.		<input type="checkbox"/>	
10.3 CCA Exchange Procedures			
10.3.1 RSAF CCAFLC gives CCA needing to be exchanged to ESSM.	<input type="checkbox"/>	<input type="checkbox"/>	
10.3.2 ESSM documents incoming CCA		<input type="checkbox"/>	
a) NSN		<input type="checkbox"/>	
b) P/N		<input type="checkbox"/>	
c) Serial number		<input type="checkbox"/>	
d) Aircraft tail number from which CCA is returning		<input type="checkbox"/>	
10.3.3 ESSM secures incoming CCA in storage.		<input type="checkbox"/>	
10.3.4 ESSM identifies outgoing CCA.		<input type="checkbox"/>	
10.3.5 ESSM documents outgoing CCA		<input type="checkbox"/>	
a) NSN		<input type="checkbox"/>	
b) P/N		<input type="checkbox"/>	
c) Serial number		<input type="checkbox"/>	
d) Aircraft tail number to which CCA is going		<input type="checkbox"/>	
10.3.6 ESSM removes outgoing CCA from storage.		<input type="checkbox"/>	
10.3.7 ESSM gives outgoing CCA to RSAF CCAFLC.		<input type="checkbox"/>	
10.4 SSF Exit Procedures			
10.4.1 After outgoing CCA is handed off, ESSM will secure the SSF.		<input type="checkbox"/>	
a) SSF doors closed and padlocks secured.		<input type="checkbox"/>	
b) Verify with CSCS that alarms and sensors are engaged and operational		<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.		<input type="checkbox"/>	
d) Return key to high security, combination safe.		<input type="checkbox"/>	

11.0 CCA CHECKLIST FOR PLANNED DEPLOYMENT LOCATION INSIDE AND OUTSIDE KSA (NOT AT A RSAF Airfield).

This checklist is part of the Critically Controlled Assets Security Standard Operating Procedure for RSAF Deployed Air Operation out of an airfield that does not have a USAF certified CCA SSF. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist will be run when the RSAF is deployed at an airfield located inside or outside KSA, no USAF certified CCA SSF located at the airfield, and an unserviceable asset on the deployed aircraft. . The primary users for this checklist are RSAF Maintenance Personnel, ESSMA, ESSM . When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

11.1 RSAF Officer in Charge (OIC) of Aircraft Deployment Notifies ESSMA of Upcoming Deployment for the development of a contingency plan to deliver CCA items needed during the deployment and to maintain the security requirements during delivery and return of CCA items.	RSAF OIC for Deployed Aircraft	ESSMA	ESSM	CCA Courier
11.1.1 Officer in charge of deployed aircraft is responsible for ensuring security of aircraft 24/7 at deployed location. No unauthorized personnel should have access to any RSAF aircraft at any time.	<input type="checkbox"/>	<input type="checkbox"/>		
11.1.2 If Maintenance Identifies an Unserviceable CCA Item on the F-15SA at Deployed Airfield Location the RSAF OIC for deployed aircraft has two options. Option (1). Fly in replacement aircraft and fly the partial mission aircraft home or fly the aircraft home with the main body after the deployment. Option (2). Fly in serviceable CCA to the deployment location by RSAF military air which requires a US citizen with secret clearance to escort CCA aboard the military aircraft.	<input type="checkbox"/>			
11.1.3 Officer in charge of deployment notifies ESSMA of unserviceable CCA item and address which option he has selected in order to get the aircraft back to 100 percent mission capable or swap the aircraft out.	<input type="checkbox"/>			
11.1.4 If OIC of deployed aircraft decides Option 1 to <u>swap out the aircraft</u> , the ESSMA will notify the ESSM/CCA Courier at the squadron's home base the expected arrival time of the aircraft with the unserviceable asset. The procedures in paragraph 7.0 SSF entry for exchange of CCA unserviceable asset will be followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.5 If the OIC of deployed aircraft selects Option 2, <u>Fly in a serviceable CCA to the deployment location</u> . The OIC will coordinate the following with the RSAF at home base and provide to the ESSMA the following information.	<input type="checkbox"/>	<input type="checkbox"/>		
a) Date and time (L) the ground transportation will pick up the serviceable CCA item.	<input type="checkbox"/>	<input type="checkbox"/>		

	RSAF/ OIC for Deployed Aircraft	ESSMA	ESSM	CCA Courier
b) Date and time the military aircraft will load the CCA item aboard the military transport.	<input type="checkbox"/>	<input type="checkbox"/>		
c) Estimated take off time of the military transport	<input type="checkbox"/>	<input type="checkbox"/>		
d) ETA to deployed location	<input type="checkbox"/>	<input type="checkbox"/>		
e) Estimated take off time to return to ESSMs home base.	<input type="checkbox"/>	<input type="checkbox"/>		
f) Estimated arrival of military transport to home base KSA.	<input type="checkbox"/>	<input type="checkbox"/>		
g) Date and time ground transportation will be available to transport unserviceable asset back to the CCA SSF.	<input type="checkbox"/>	<input type="checkbox"/>		
11.1.6 ESSMA will pass to OIC of deployed aircraft the name of the CCA escort. The ESSMA will pass on the information the OIC of deployed aircraft provided to the ESSM/CCA Courier.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2 ESSM/ CCA Courier will follow checklist procedures under 8.0 “SSF Entry and CCA Transfer to CCA Courier for Transportation.			<input type="checkbox"/>	<input type="checkbox"/>
11.3 CCA Courier will travel with CCA in sight to military aircraft loading area.				<input type="checkbox"/>
11.4 CCA Courier will watch loading of the CCA and board aircraft when once the item is secured and doors closed.	<input type="checkbox"/>			<input type="checkbox"/>
11.5 CCA will call ESSMA the aircraft departure time.				<input type="checkbox"/>
11.6 Upon arrival at the deployed airfield the CCA Courier will sign over the serviceable CCA to the RSAF.	<input type="checkbox"/>			<input type="checkbox"/>
11.7 The CCA Courier will sign for the unserviceable CCA item.				<input type="checkbox"/>
11.8 The CCA Courier will notify ESSMA and ESSM the departure time of the aircraft from the deployed location and provide the ETA.		<input type="checkbox"/>		<input type="checkbox"/>
11.9 Upon arrival at home base the CCA Courier will call the ESSMA and ESSM .		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.10 CCA Courier will watch unloading of CCA item from the aircraft to the ground transportation.				<input type="checkbox"/>
11.11 CCA Courier will keeps CCA on ground transportation in sight until secure in the CCA SSF.				<input type="checkbox"/>
11.12 Upon Arrival CCA SSF the CCA Courier and ESSM follow Checklist 7.2 “SSF Entry Procedures of this SOP”.			<input type="checkbox"/>	<input type="checkbox"/>

12.0 CCA COURIER CHECKLIST FOR GROUND VEHICLE BREAKDOWN IN TRANSIT

This checklist is part of the Critically Controlled Asset Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist is to ensure safe transportation of CCA and facilitate appropriate accountability IAW SSA. This checklist will be run when CCA being transported within KSA via ground based vehicle is disabled. The primary role players for this checklist are the CCA Couriers and ESSMA. ESSMA will verify the operations are being executed in accordance with the checklist. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

	CCA Courier	ESSMA
12.1 CCA Courier notify ESSMA of disabled vehicle location and nature of problem	<input type="checkbox"/>	
12.1.2 Maintain accountability of CCA while ESSMA coordinates recovery plan	<input type="checkbox"/>	
12.2 ESSMA contact RSAF Logistics and coordinate for replacement truck to pick up CCA		<input type="checkbox"/>
12.3 ESSMA determine if replacement CCA Courier is needed and dispatch replacement if required		<input type="checkbox"/>

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13.0 CCA COURIER CHECKLIST FOR CARGO AIRCRAFT DIVERT IN TRANSIT

This checklist is part of the Critically Controlled Asset Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist is to ensure safe transportation of CCA and facilitate appropriate accountability IAW SSA. This checklist will be run when CCA being transported within KSA via aircraft divers. The primary role players for this checklist are the CCA Couriers and ESSMA. ESSMA will verify the operations are being executed in accordance with the checklist. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

	CCA Courier	ESSMA	N/A
13.1 CCA Courier notify ESSMA of aircraft divert location	<input type="checkbox"/>		
<p>13.1.1 Determine appropriate course of action based on estimated time of departure and assessment of whether to leave CCA on aircraft, coordinate for alternative transportation or seek local storage. The following options are available:</p> <p>1) If divert delay is going to be short, CCA Courier should stay with aircraft until it departs and delivers CCA to destination SSF. See 10.2.</p> <p>2) If divert delay is going to be long, ESSMA can coordinate for alternative transportation with RSAF Logistics. This would most likely require a replacement CCA Courier as the original CCA Courier will have been constantly accounting for transitory CCA for significant time when the alternative transportation arrives to resume CCA movement. See 10.3.</p> <p>3) If divert delay is going to be long and no alternative transportation is available and there is a local SSF available, the transitory CCA may be stored there. See 10.4.</p> <p>4) If divert delay is going to be long and no immediate alternative transportation is available or desired and a local SSF does not exist, the ESSMA must coordinate for soonest possible alternative transportation and dispatch relief CCA Courier to assist in monitoring until transitory CCA can be moved by either the original aircraft or alternative transportation. See 10.3.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2 If CCA Courier can reasonably maintain accountability during short term divert and continue CCA Courier responsibilities until arrival at destination SSF, then CCA Courier maintains accountability through delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.3 If CCA Courier cannot reasonably maintain accountability during long term divert and alternative transportation can be coordinated, execute 10.3a-c		<input type="checkbox"/>	<input type="checkbox"/>

	CCA Courier	ESSMA	N/A
a) ESSMA coordinates with RSAF Logistics to arrange alternate ground or air transportation.		<input type="checkbox"/>	<input type="checkbox"/>
b) ESSMA coordinates for relief CCA Courier, if practical, to assume accounting responsibilities and dispatches him.		<input type="checkbox"/>	<input type="checkbox"/>
c) ESSMA communicates new game plan to CCA Courier.		<input type="checkbox"/>	<input type="checkbox"/>
13.4: If CCA Courier cannot reasonably maintain accountability during long term divert, no alternate transportation is available and there is a local SSF, execute 10.4a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) ESSMA contact local ESSM to store transitory CCA in SSF.		<input type="checkbox"/>	<input type="checkbox"/>
1) Ensure local ESSM arrange for transportation of transitory CCA from aircraft to SSF.		<input type="checkbox"/>	<input type="checkbox"/>
2) Upon arrival of transitory CCA at SSF, reference checklist 12.0 CCA Transfer From CCA Courier to ESSM for storage.	<input type="checkbox"/>		<input type="checkbox"/>
13.5: If CCA Courier cannot reasonably maintain accountability during long term divert, no immediate alternate transportation is available and there is no local SSF, execute 10.5a-b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) ESSMA must coordinate for relief CCA Courier to be dispatched to divert location		<input type="checkbox"/>	<input type="checkbox"/>
1) Upon arrival, relief CCA Courier will coordinate with original CCA Courier to determine monitoring shifts to maintain 24-hour accountability of transitory CCA	<input type="checkbox"/>		<input type="checkbox"/>
b) ESSMA will coordinate for alternate transportation as soon as possible and communicate anticipated timeline to in place CCA Couriers		<input type="checkbox"/>	<input type="checkbox"/>

14.0 F-15SA DIVERT PROCEDURES

This checklist is part of the Critically Controlled Assets Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist is to ensure CCA security monitoring operations in place during an unplanned F-15SA divert. The primary users for this checklist are ESSMs and ESSMA. USG ESSMs will verify the operations are being executed in accordance with the checklist.

Date Checklist Executed: _____

Accountable ESSM: _____

	RSAF Supply	Originating base ESSM	ESSMA	Divert base ESSM
14.1 RSAF Notifies Originating base ESSM of unplanned F-15SA divert	<input type="checkbox"/>	<input type="checkbox"/>		
a) Aircraft tail numbers	<input type="checkbox"/>	<input type="checkbox"/>		
b) Name/rank of all diverting pilots and WSOs	<input type="checkbox"/>	<input type="checkbox"/>		
c) Divert location	<input type="checkbox"/>	<input type="checkbox"/>		
d) Estimated time of arrival at divert location	<input type="checkbox"/>	<input type="checkbox"/>		
e) Estimated time of delay at divert location	<input type="checkbox"/>	<input type="checkbox"/>		
f) If divert is nonmilitary, RSAF Air Police dispatch plan	<input type="checkbox"/>	<input type="checkbox"/>		
1) Location from where RSAF Air Police are to be dispatched	<input type="checkbox"/>	<input type="checkbox"/>		
2) Time when RSAF Air Police will arrive at aircraft	<input type="checkbox"/>	<input type="checkbox"/>		
14.2 Originating base ESSM contact ESSMA and pass divert plan as outlined in 13.1		<input type="checkbox"/>	<input type="checkbox"/>	
14.2.1 ESSMA record diverted aircraft information on Eskan monitoring facility 18.0 Diverted Aircraft Log			<input type="checkbox"/>	
14.2.2 If divert location has SSF, ESSMA notify local ESSM of aircraft arrival and pass divert plan as outlined in 16.1			<input type="checkbox"/>	<input type="checkbox"/>
a) Originating and Divert base ESSMs record diverted aircraft information onto 18.0 Diverted Aircraft Log		<input type="checkbox"/>		<input type="checkbox"/>
14.2.3 If divert location does not have SSF, Originating base ESSM record diverted aircraft information onto 18.0 Diverted Aircraft Log		<input type="checkbox"/>		
14.3 RSAF Supply notify originating base ESSM of divert aircraft takeoff for return to originating base	<input type="checkbox"/>	<input type="checkbox"/>		
14.3.1 Originating base ESSM update 18.0 Diverted Aircraft Log as aircraft return to originating base		<input type="checkbox"/>		
14.3.2 Originating base ESSM update ESSMA as appropriate when aircraft return to originating base		<input type="checkbox"/>	<input type="checkbox"/>	

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15.0 RSAF AIR POLICE PATROL LOG TEMPLATE

Security Forces personnel signing below have read and understand Critically Controlled Assets Security Standard Operating Procedures.

Printed Names/Rank of Air Police Patrol	Date/Time of Patrol	Incidents	Signatures

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16.0 CCA SIGN IN/OUT LOG TEMPLATE

This log is used to manually track CCA that is signed out from a SSF for ESSM record keeping.

Date/Time	Printed ESSM Name	NSN, P/N, Serial #	Destination/ Coming from	Reason	Signature

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17.0 RSAF APPROVED CCAFLC LIST

This log is used to provide ESSM names of approved Critically Controlled Asset Flight Line Couriers.

Name/Rank of CCAFLC	Training Date	Supervisor's Name/Rank

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CRITICALLY CONTROLLED ASSET TRANSFER HAND RECEIPT			
ISSUED TO: SIGNATURE		DATE/TIME:	ISSUED BY: SIGNATURE
ISSUED TO: NAME, GRADE		ISSUED BY: NAME, GRADE	
RSAF LOGISTICS OFFICER: NAME, RANK, CONTACT PHONE NUMBER/E-MAIL:			
TRANSPORTATION VEHICLE: (AIRCRAFT TYPE, TAIL NUMBER/TRUCK LICENSE PLATE)			
ITEM DESCRIPTION:	SERIAL NO:	NSN:	P/N:
ENSURE BOTH ISSUER AND RECIPIENT RECEIVE IDENTICAL HAND RECEIPTS HAND RECEIPT MUST BE RETAINED BY ISSUER AND RECIPIENT FOR 1 YEAR			

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19.0 F-15SA DIVERT AIRCRAFT LOG

F-15SA Divert Aircraft Log		
Aircraft tail number(s):	Originating/Divert bases:	Date/Time of Departure for Return:
Once all aircraft on log have returned to originating base, this log no longer must be retained		

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DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188 Exp. Date: Jun 30, 1986	
1. TITLE Contractor's Progress, Status and Management Report		2. IDENTIFICATION NUMBER DI-MGMT-80227		
3. DESCRIPTION/PURPOSE 3.1 The Contractor's Progress, Status and Management Report indicates the progress of work and the status of the program and of the assigned tasks, reports costs, and informs of existing or potential problem areas.				
4. APPROVAL DATE (YYMMDD) 860905	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) N/SPAWAR	6a. DTIC REQUIRED	6b. GIDEP REQUIRED	
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract. 7.2 This DID may be applied in any contract and during any program phase. 7.3 This DID supersedes DI-A-2090A, DI-A-3025A, UDI-A-22050B, UDI-A-22052A, UDI-A-23960, DI-A-30024, and DI-A-30606. (cont. on page 2)				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER N3947	
10. PREPARATION INSTRUCTIONS 10.1 <u>Contract</u> - This data item is generated by the contract which contains a specific and discrete work task to develop this data product. 10.2 <u>Format</u> - This report shall be typewritten on standard size (e.g. 8 1/2" by 11") white paper, and securely stapled. Pages shall be sequentially numbered. All attachments shall be identified and referenced in the text of the report. The report shall be prepared in the contractor's format and shall be legible and suitable for reproduction. 10.3 <u>Content</u> - The report shall include: a. A front cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Contract Data Requirements List (CDRL) sequence number, the security classification, and the name of the issuing Government activity; b. Description of the progress made against milestones during the reporting period; c. Results, positive or negative, obtained related to previously-identified problem areas, with conclusions and recommendations; d. Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestone chart; e. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract; f. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract; g. Cost curves showing actual and projected conditions throughout the contract; h. Any cost incurred for the reporting period and total contractual expenditures as of reporting date; i. Person-hours expended for the reporting period and cumulatively for the contract; j. Any trips and significant results; (cont. on page 2)				

7. APPLICATION/INTERRELATIONSHIP (Cont'd)

- 7.4 Paragraphs 10.3.f, 10.3.g, and 10.3.h herein should be tailored on DD Form 1423 when such cost data is already submitted through a sophisticated cost reporting system under the contract.
-

10. PREPARATION INSTRUCTIONS (Cont'd)

- k. Record of all significant telephone calls and any commitments made by telephone;
- l. Summary of Engineering Change Proposal (ECP) status, including identification of proposed ECPs, approved ECPs, and implemented ECPs;
- m. Contract schedule status;
- n. Plans for activities during the following reporting period;
- o. Name and telephone number of preparer of the report;
- p. Appendixes for any necessary tables, references, photographs, illustrations, and charts.

DATA ITEM DESCRIPTION

TITLE: TRAINING CONDUCT SUPPORT DOCUMENT

Number: DI-SESS-81523B

Approval Date: 20010830

AMSC Number: N7469

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office Of Primary Responsibility: N/AS/PMA205

Applicable Forms: None

Use/relationship: The Training Conduct Support Document provides specific definition and direction to the instructor and trainees on learning objectives, equipment, and instructional media for use during the conduct of training. It also provides updates to course materials for life cycle maintenance of the training course.

- a. This Data Item Description (DID) contains the preparation instructions for the content and format of the Training Conduct Support Document.
- b. This DID contains the format, content, and intended use information for the data product resulting from the performance requirements described by 3.2.7 of MIL-PRF-29612B, and is applicable to the acquisition of training data products. Data product performance evaluation criteria are specified in 4.3.7 and 4.3.9 of MIL-PRF-29612B.
- c. It is not intended that all the requirements contained herein be applied to every program or program phase. Portions of this DID are subject to deletion tailoring depending upon the program phase in which it is applied in the contract. Any individual data requirement contained in this DID is subject to deletion tailoring.
- d. This DID supersedes DI-ILSS-81523A.

Requirements:

1. Format. The format of data contained within this DID is as follows:

- a. Page-based products, for which contractor format is acceptable.
- b. Standard digital data in compliance with the content and format requirements specified in the DoD Data Architecture (DDA) and the Defense Data Dictionary System (DDDS).

2. Content. The Training Conduct Support Document shall contain the following:

2.1 Front matter. Front matter shall consist of the following:

2.1.1 Cover. The cover shall provide information relevant to the identification of the training document as follows:

- a. Course title.
- b. Course number.
- c. Document number.
- d. Date of preparation.
- e. Training document type name (e.g., lesson plan, trainee guide).
- f. The "prepared for" block shall identify the using activity and career field.
- g. The "prepared by" block shall identify the company/agency that developed the training document.
- h. The contract number shall identify the contract under which the training document was procured.
- i. Distribution statement and destruction notice.
- j. The publication by direction statement shall identify the contracting activity.
- k. Logos shall be as Service or command specified.
- l. Supersession statement.
- m. Foreign disclosure statement.
- n. Security classification.

2.1.2 List of effective pages. This data shall be provided in Volume I and shall include the listing of pages provided in all volumes.

2.1.3 Letter of promulgation. The letter of promulgation will be furnished by the Government.

2.1.4 Change record. This data shall be included in each separate volume. Volume I shall include the listing of pages provided in all volumes.

2.1.5 Hazard awareness notice. This data shall provide safety and environmental precautions for the protection of personnel and equipment and instructions for the reporting of hazards and safety violations. Hazard awareness statements shall cover relevant documentation references, general and specific precautions, hazard reporting criteria, and shall include the following:

- a. The documentation statement shall identify relevant documentation containing specific safety precautions and preventive measures that are applicable to the particular equipment.
- b. The general information statement shall identify hazards to personnel or equipment.
- c. The specific precautions statement shall identify specific direction to personnel concerning safety. Statements shall inform personnel that death, personal injury, and equipment damage can result from carelessness, failure to comply with approved procedures, or violations of WARNINGS, CAUTIONS, and safety regulations.
- d. The hazard reporting statement shall identify the requirement of personnel to report all hazards, safety violations, environmental considerations, and the activity to which such reports should be sent.

2.1.6 Foreword/preface. This data shall contain the scope, purpose and applicability of the publication, and any other information the reader requires as an introduction to the document.

2.1.7 Definitions. This data shall include definitions of those words that are unique to the training document.

2.1.8 Table of contents. This data shall list all contents of the training document and shall include the paragraph number, paragraph title, and corresponding page number. It shall also include a list of figures and tables and shall include the figure and table number, title, and corresponding page number. Each volume in a set of documents shall contain its own list of figures and tables. In addition, Volume I shall contain a list of figures and tables for all volumes in the set.

2.1.9 How to use the training document. This data shall include descriptions of the following:

- a. Composition.
- b. Function.
- c. Use.
- d. Assignments.
- e. Equipment requirements.
- f. Instruction sheets.
- g. Test requirements.
- h. Division of materials into functional parts.

2.1.10 Executive summary. This data shall be developed using clear, concise narrative statements describing the methodology for data accumulation and analysis, the target population, the results of the analysis, and recommendations as required.

2.2 Part 1: Lesson plan data requirements. The lesson plan contains data requirements that provide specific definition and direction to the instructor on learning objectives, equipment, instructional media requirements, and the conduct of training. Lesson plan data requirements shall include:

2.2.1 Front matter. Front matter shall be as defined in paragraph 2.1 above.

2.2.2 Administrative data. This data shall provide information required to prepare for, and conduct the lesson. Administrative information shall consist of:

- a. Course title.
- b. Document number.
- c. Course number.
- d. Curriculum name.
- e. Unit title.
- f. Unit number.
- g. Lesson title.
- h. Lesson number.

- i. Responsible authoring activity.
- j. Date of preparation.
- k. Effective date.
- l. Approval date.
- m. A list of topics and tasks to include task number, title, conditions, and standards.
- n. Security classification.
- o. Time breakdown (e.g., overall, classroom, laboratory).
- p. Student allotted lesson time.
- q. A list of references.
- r. A description of commonality.
- s. A description of instructional format.
- t. A list of learning objectives.
- u. A list of teaching points.
- v. A list of equipment required for the instruction.
- w. A list of instructional aids.
- x. A description of testing requirements.
- y. A list of supporting papers.
- z. Revision dates.
- aa. A list of trainee instructional materials.
- ab. A description of multiple instructor requirements.
- ac. A description of instructional guidance.
- ad. A description of classroom, laboratory, training area, and range requirements.
- ae. A description of ammunition requirements.
- af. A description of prerequisites.
- ag. A list of source documentation.
- ah. A list of environmental considerations.
- ai. A description of additional support personnel requirements.
- aj. A description of training portal infrastructure operations to include:
 - (1) Learning Management Systems (LMS).
 - (2) Course Management System (CMS).
 - (3) Courseware development/authoring tools.
 - (4) Communication tools.
 - (5) Resource references.
- ak. For Advanced Distributed Learning (ADL), a description of hardware and software requirements for administrators, instructors, and students.

2.2.3 Instructional data. This data shall provide information to be presented during a course of instruction and shall include:

- a. Overview.
- b. Lesson strategy.
- c. Statement for student motivation.

- d. Statement for gaining student attention.
- e. Statement of the learning objectives.
- f. Safety precautions and hazard awareness notices related to the lesson topic.
- g. Review of materials previously presented and related to the new lesson topic.
- h. Discussion points.
- i. Instructional activities (e.g., lecture, discussion, demonstration, illustration, practice exercises, assignments, etc.).
- j. Teaching points.
- k. Application.
- l. Procedures.
- m. Evaluation.
- n. Intermediate summaries as required.
- o. Related instructor activities.

- (1) Media cues.
- (2) Helps.
- (3) Questions.
- (4) Answers to questions.
- (5) Supporting papers.

- p. Learning objectives data shall consist of the following:

- (1) Learning objective number and type.
- (2) The learning objective statement.
- (3) The instructional method(s).
- (4) The time required to present the material.
- (5) Instructor to student ratio.

- q. Review and summary.
- r. Remotivation.
- s. Closure.
- t. Assignments for the trainee.
- u. Transition information necessary to proceed to the next topic.
- v. Test/evaluation of learning objectives.
- w. Critique of the course as applicable.

2.2.4 Trainee guide answer keys. The answer keys shall provide answers to questions in the associated trainee guide (see 2.3 below).

2.3 Part 2: Trainee guide data requirements. The trainee guide contains data which enhances the trainee's mastery of those knowledge, skills, and attitudes needed for a given subject and shall include:

2.3.1 Front matter. Front matter shall be as defined in paragraph 2.1 above.

2.3.2 Information sheet. This data shall provide the trainee with additional, amplifying, or background information essential for the trainee but not contained in the technical manuals or other official documentation. Information sheets shall consist of:

- a. Title and identification number.
- b. Introduction consisting of a narrative statement describing the purpose/intent of the document.
- c. List of references used to develop the information sheet.
- d. Materials designed to aid the trainee in comprehending the instructional topic and not contained in the technical manuals identified for use in the curricula.
- e. A list of supplemental reading materials.

2.3.3 Diagram sheet. This data shall provide illustrative material which depict a chalkboard sketch, an instructional media material or any diagram or schematic deemed important to the trainee. Diagram sheets shall consist of:

- a. Title and identification number.
- b. Illustrative materials.
- c. Source.

2.3.4 Job sheet. This data shall direct the trainee to use technical documentation, if available, in the step-by-step performance of tasks or functions encountered in the operational environment. Job sheets shall consist of:

- a. Title and identification number.
- b. Introduction consisting of a narrative statement describing the purpose/intent of the document.
- c. List, by nomenclature, of all equipment required for accomplishing the job.
- d. List of all reference documentation required to perform the task or function.
- e. Job steps listing the procedures for performing a task or function without duplicating data in the technical manual. Critical job steps shall be identified and require the instructor's initials and date of completion.
- f. Self test questions providing an exercise in decision making similar to that required in the operational environment.

2.3.5 Assignment sheet. This data shall identify the required reading material and pose questions on the assignments for each individual topic. Assignment sheets shall consist of:

- a. Title and identification number.
- b. List of learning objectives, copied directly from the lesson plan.
- c. List of study assignment(s).
- d. Study questions written on the same learning level as the related learning objective.

2.3.6 Problem sheet. This data shall provide the trainee with practical problems requiring analysis and decision making similar to those problems which could occur in the operational environment. Problem sheets shall consist of:

- a. Title and identification number.
- b. Introduction consisting of a narrative statement describing the purpose/intent of the document.
- c. List of all reference documentation required to perform the task or function.
- d. Problem statements with all the data necessary to solve the problem(s).

2.3.7 Outline sheet. This data shall provide the trainee with an outline of the topic's major teaching points. Outline sheets shall allow trainees to follow the progress of a topic, to take notes as desired, and to retain topic information for future reference. Outline sheets shall consist of:

- a. Title and identification number.
- b. Introduction consisting of a narrative statement describing the purpose/intent of the outline sheet.
- c. An outline of the topic content.

2.4 Part 3: On-the-Job Training (OJT) handbook data. The OJT handbook data is a self-paced instructional system which leads the trainee to a specific skill development. OJT handbook data is a substitute for, a reinforcement of, or an extension of other forms of instruction. Hands-on exercises, training assignments, and troubleshooting problems are used when available for analyzing the documentation as well as for learning and testing. The OJT handbook data covers a specific area of learning (e.g., equipment, systems, or subsystems) pertaining to specific task or function(s) and is designed to allow the trainee to work independently at their own pace. The OJT handbook data can be used in either the formal or informal training environment and shall include:

2.4.1 Front matter. Front matter shall be as defined in paragraph 2.1 above.

2.4.2 Background. This data shall provide the trainee with background data and training guidelines for using the OJT handbook. Background shall consist of:

- a. Introduction of the system, subsystem, or equipment which the OJT handbook data supports.
- b. OJT handbook data organization description.
- c. Guidelines and instructions for using the OJT handbook data.
- d. Outline of all tasks or duties to be performed.
- e. Instruction relating to the assignment of tasks.
- f. Prerequisites required to complete the OJT handbook data.

2.4.3 Work sheet. Work sheets shall provide procedures for performing a task or function. Work sheets shall direct the trainee to use the technical documentation, if available, in the step-by-step performance of tasks or functions. Work sheets shall include self-test questions. Work sheets shall consist of:

- a. Specific learning objectives that are satisfied by the successful performance or completion of the task.
- b. Specific task to be performed and how the task relates to the overall program.
- c. A list of required tools and test equipment.
- d. Safety precautions which the trainee must observe.
- e. General or discrete step-by-step procedures for performing operation, maintenance, troubleshooting, repair, and tasks/function.
- f. Self-test questions are developed to exercise the decision-making requirements that a trainee might face at a work site. They shall be included, as applicable, following each performance step. (These questions constitute an open-book test, with the trainee permitted to use the technical manuals and other training program materials in seeking answers.)
- g. Each work sheet shall include the maximum allowable time, and blank spaces for the administrator's initials and actual time the trainee used to satisfactorily complete the task.

2.4.4 Tests and answer sheets. Tests and answer sheets shall provide written and, when required, performance tests for the end of each lesson or assignment along with the trainee answer sheets. The tests shall contain instructions to direct the trainee through the test and to the next OJT handbook element upon completion of the test. Each test item shall directly correspond to a test item in the lesson pretest. There shall be one test per lesson; however, for particularly long or difficult lessons there can be more. The test shall consist of:

- a. Title and lesson number.
- b. Directions for taking the test.
- c. Test items.
- d. Answer sheets.

2.4.5 Instructions for OJT program administrators. These instructions shall provide detailed information for the OJT program administrator on how to conduct training. This information shall be prepared so that it can be reproduced separate from other parts of the OJT handbook data. These instructions shall include:

- a. Guidelines and instructions for conducting the training program.
- b. Introduction to the system, subsystem, or equipment which the OJT handbook data supports.
- c. Question answer key.
- d. A list of step(s) the administrator will take when assigning a task.
- e. Explanation on how to evaluate the trainee's answers.

- f. Explanation on how to evaluate the practical assignment(s).
- g. Information for preparing and administering the lessons.
- h. A list of fault(s), with insertion parameters, for the system, subsystem, or equipment. All safety considerations shall be addressed.
- i. Instructions and precautions for administrator inserted malfunctions.

2.4.6 Item-to-work assignment chart. This chart shall provide information on Personnel Performance Profile (PPP)/training task identification, work assignments and Personnel Qualification Standard (PQS). This chart shall consist of:

- a. PPP/training task identification shall consist of three sub-columns:
 - (1) PPP table/training task number.
 - (2) Item/sub-item or element/sub-element.
 - (3) Training Objective Statement (TOS) level.
- b. Work assignment shall consist of three sub-columns:
 - (1) Work assignment.
 - (2) Learning objective.
 - (3) Test item.
- c. PQS shall consist of two sub-columns:
 - (1) Identification number.
 - (2) Qualification task number.

2.5 Part 4: Instructional visual aids. Visual aids to be used by the instructor in the conduct of classes shall include:

2.5.1 Slides. The slides shall be provided in Service specified format(s). The slide program shall be in accordance with Government approved production standards.

2.5.2 Transparencies. The transparencies shall be provided in Service specified format(s). Transparencies shall be in accordance with Government approved production standards.

2.5.3 Wall charts. The wall charts shall be provided in Service specified format(s). Wall charts shall be in accordance with Government approved production standards.

2.5.4 Job Aids (JA). JAs shall provide step-by-step instructions related to the performance of a task in either the job or training environment. These procedural instructions shall be expressed as written or visual information or a combination of both. Each JA shall consist of:

- a. Title.

- b. Task.
- c. Applicable learning objective(s).
- d. Administrative instructions.
- e. Body (written or visual procedural guidance).

2.6 Part 5: Training material change data. Training material change data provides information, which is necessary for keeping the training materials current and compatible with the systems and equipment as engineering, technical or operational changes are made. Training material change data shall contain the following:

2.6.1 Training materials change. (Change to training materials for example; management documentation, curriculum materials, and instructional media materials may be developed after these materials are promulgated for use. A change to any training material is issued to add, amend, correct, substitute, delete or otherwise modify existing data and usually affects less than 30 percent (this is variable according to media type) of the material being changed, and does not impact on course learning objectives or resources.) A change shall consist of three parts: change pages, change materials, and change notices as follows:

- a. The change pages shall consist of all pages within the training materials that have been modified, corrected, or amended and those pages added or substituted. The change pages shall be in the format of the existing training materials. Changes in training materials shall be made by reissuing new pages on which the changes are to be shown. Complete two-sided pages (both sides) shall be replaced so that the old page can be removed and the new page inserted. (During development, it is essential that each change to a material page be checked for impact on other pages among the training materials.)
- b. The change materials shall include the instructional media materials (e.g., slides, transparencies) that have been modified, corrected, or amended, added, or substituted. Changes to some media materials are not possible due to the nature of the material. When approved changes are made, the change materials shall be in the format of the existing training materials. (During development, it is essential that the change materials be checked for impact on the instructor guide and trainee guide, as well as other support materials.)
- c. Change notices are used to transmit changed training materials. Change notices are not used to make or transmit complete revisions. The change notice shall be a letter containing the promulgation heading, justification, and directions for inserting the change and shall include the following:
 - (1) The promulgation heading shall contain the name and address of the contracting activity, audience (all holders of the document or materials), change and document number, date of the change, number of pages or material items in the change notice, number of changes enclosed, and the signature of approval with the name and title typed beneath the signature.

- (2) If the required information is available, this section shall state that the changes incorporate responses to change initiation documents. This phrase shall be followed by a list of the documents providing review and approval information for the change process. Impact of incorporation shall be specifically addressed.
- (3) Directions for inserting the change shall provide directions for accomplishing the change, including additional paragraphs which shall provide instructions to enter the change into the document and to retain the change notice. For inserting a change that is supported by a list of effective pages, two columns are required:
 - 1) remove page(s) and 2) insert page(s). Inserting a change that is not supported by a list of effective pages requires the following: 1) new page/material, 2) change status, and 3) superseded page/material.

2.6.2 Training materials revision. This data shall provide a revision of training materials to add, amend, correct, substitute, delete, or otherwise modify existing data. (A revision affects course learning objectives, requires additional resources, or the revision is of a magnitude to require a course trial of the material. A revision usually affects more than 50 percent (variable percentage according to media type) of the document or material being modified. A revision results in the replacement of existing curriculum materials with newly developed materials.)

3. Standard digital data. Standard digital data shall be delivered for the Standard Data Elements (SDEs) marked with an "X" in the "Required" box in Table 1.

TABLE 1. Standard digital data requirements.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2. <u>Content</u> . The Training Conduct Support Document shall contain the following:) ALIAS NAME DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-TYPE CODE	
(2.1 <u>Front matter</u> . Front matter shall consist of the following:) ALIAS IDENTIFIER DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-DEVELOPMENT-STAGE END CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE DOCUMENT-TYPE CODE EDUCATIONAL-DISCIPLINE CODE EVALUATION IDENTIFIER EVALUATION-EVENT REASON CODE EVALUATION-METHODOLOGY IDENTIFIER EVENT IDENTIFIER EXAMINATION IDENTIFIER GUIDANCE IDENTIFIER GUIDANCE TEXT INSTRUCTIONAL-UNIT DESCRIPTION TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE OCCUPATION IDENTIFIER OCCUPATION NAME OCCUPATION-CLASSIFICATION CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
OCCUPATION-INSTRUCTIONAL-UNIT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-GUIDANCE ROLE CODE ORGANIZATION-INSTRUCTIONAL-UNIT-ROLE CODE ORGANIZATION-NAME TEXT ORGANIZATION-TYPE CATEGORY CODE POSITION DESCRIPTION TEXT POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE TRAINING-RISK IDENTIFIER TRAINING-RISK LEVEL CODE	
ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-GUIDANCE ROLE CODE ORGANIZATION-INSTRUCTIONAL-UNIT-ROLE CODE ORGANIZATION-NAME TEXT ORGANIZATION-TYPE CATEGORY CODE POSITION DESCRIPTION TEXT POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE TRAINING-RISK IDENTIFIER TRAINING-RISK LEVEL CODE	
(2.1.1 <u>Cover</u> . The cover shall provide information relevant to the identification of the training document as follows:) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE OCCUPATION-CLASSIFICATION CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2.1.1.a Course title.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT	
(2.1.1.b Course number.) INSTRUCTIONAL-UNIT IDENTIFIER	
(2.1.1.c Document number.) DOCUMENT IDENTIFIER	
(2.1.1.d Date of preparation.) DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE	
(2.1.1.e Training document type name (e.g., lesson plan, trainee guide).) DOCUMENT-TYPE CODE	
(2.1.1.f The "prepared for" block shall identify the using activity and career field.) OCCUPATION IDENTIFIER OCCUPATION NAME OCCUPATION-CLASSIFICATION CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-INSTRUCTIONAL-UNIT-ROLE CODE ORGANIZATION-OCCUPATION REASON CODE	
(2.1.1.g The "prepared by" block shall identify the company/agency that developed the training document.) ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT ORGANIZATION-TYPE IDENTIFIER	
(2.1.1.h The contract number shall identify the contract under which the training document was procured.) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE	
(2.1.1.i Distribution statement and destruction notice.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2.1.1.j The publication by direction statement shall identify the contracting activity.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE	
(2.1.1.k Logos shall be as Service or command specified.) DOCUMENT CATEGORY CODE	
(2.1.1.l Supersession statement.) DOCUMENT CATEGORY CODE	
(2.1.1.m Foreign disclosure statement.) DOCUMENT CATEGORY CODE	
(2.1.1.n Security classification.) DOCUMENT CATEGORY CODE SECURITY-CLASSIFICATION CODE	
(2.1.2 <u>List of effective pages</u> . This data shall be provided in Volume I and shall include the listing of pages provided in all volumes.) DOCUMENT CATEGORY CODE	
(2.1.3 <u>Letter of promulgation</u> . The letter of promulgation will be furnished by the Government.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-TYPE CATEGORY CODE	
(2.1.4 <u>Change record</u> . This data shall be included in each separate volume. Volume I shall include the listing of pages provided in all volumes.) DOCUMENT CATEGORY CODE	
(2.1.5 <u>Hazard awareness notice</u> . This data shall provide safety and environmental precautions for the protection of personnel and equipment and instructions for the reporting of hazards and safety violations. Hazard awareness statements shall cover relevant documentation references, general and specific precautions, hazard reporting criteria, and shall include the following:) DOCUMENT CATEGORY CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
DOCUMENT IDENTIFIER DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE EVALUATION IDENTIFIER GUIDANCE IDENTIFIER ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT TRAINING-RISK IDENTIFIER TRAINING-RISK LEVEL CODE	
(2.1.5.a The documentation statement shall identify relevant documentation containing specific safety precautions and preventive measures that are applicable to the particular equipment.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER GUIDANCE IDENTIFIER GUIDANCE TEXT MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE	
(2.1.5.b The general information statement shall identify hazards to personnel or equipment.) DOCUMENT CATEGORY CODE	
(2.1.5.c The specific precautions statement shall identify specific direction to personnel concerning safety. Statements shall inform personnel that death, personal injury, and equipment damage can result from carelessness, failure to comply with approved procedures, or violations of WARNINGS, CAUTIONS, and safety regulations.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE	
(2.1.5.d The hazard reporting statement shall identify the requirement of personnel to report all hazards, safety violations, environmental considerations, and the activity to which such reports should be sent.) GUIDANCE IDENTIFIER ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
ORGANIZATION-GUIDANCE ROLE CODE ORGANIZATION-NAME TEXT	
(2.1.6 <u>Foreword/preface</u> . This data shall contain the scope, purpose and applicability of the publication, and any other information the reader requires as an introduction to the document.) DOCUMENT CATEGORY CODE POSITION DESCRIPTION TEXT POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE	
(2.1.7 <u>Definitions</u> . This data shall include definitions of those words that are unique to the training document.) DOCUMENT CATEGORY CODE	
(2.1.8 <u>Table of contents</u> . This data shall list all contents of the training document and shall include the paragraph number, paragraph title, and corresponding page number. It shall also include a list of figures and tables and shall include the figure and table number, title, and corresponding page number. Each volume in a set of documents shall contain its own list of figures and tables. In addition, Volume I shall contain a list of figures and tables for all volumes in the set.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER	
(2.1.9 <u>How to use the training document</u> . This data shall include descriptions of the following:) GUIDANCE IDENTIFIER	
(2.1.9.a <u>Composition</u> .) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE	
(2.1.9.b <u>Function</u> .) DOCUMENT CATEGORY CODE DOCUMENT DESCRIPTION TEXT	
(2.1.9.c <u>Use</u> .) GUIDANCE IDENTIFIER	
(2.1.9.d <u>Assignments</u> .) DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-TYPE CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE PLAN TYPE CODE PLAN-ASSOCIATION IDENTIFIER PLAN-ASSOCIATION ROLE CODE	
(2.1.9.e Equipment requirements.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-MATERIEL-ITEM REASON CODE MATERIEL CATEGORY CODE MATERIEL IDENTIFIER	
(2.1.9.f Instruction sheets.) DOCUMENT CATEGORY CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.1.9.g Test requirements.) EXAMINATION IDENTIFIER INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	
(2.1.9.h Division of materials into functional parts.) INSTRUCTIONAL-UNIT DESCRIPTION TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE	
(2.1.10 <u>Executive summary</u> . This data shall be developed using clear, concise narrative statements describing the methodology for data accumulation and analysis, the target population, the results of the analysis, and recommendations as required.) DOCUMENT CATEGORY CODE EVALUATION-EVENT REASON CODE EVALUATION-METHODOLOGY IDENTIFIER EVENT IDENTIFIER	
(2.2 <u>Part 1: Lesson plan data requirements</u> . The lesson plan contains data requirements that provide specific definition and direction to the instructor on learning objectives, equipment, instructional media requirements, and the conduct of training. Lesson plan data requirements shall include:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE	
(2.2.1 <u>Front matter</u> . Front matter shall be as defined in paragraph 2.1 above.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
DOCUMENT NAME	
DOCUMENT-ASSOCIATION REASON CODE	
DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE	
DOCUMENT-DEVELOPMENT-STAGE CODE	
DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE	
DOCUMENT-REPRESENTATION-PUBLICATION CODE	
DOCUMENT-TYPE CODE	
EDUCATIONAL-DISCIPLINE CODE	
EVALUATION IDENTIFIER	
EVALUATION-EVENT REASON CODE	
EVALUATION-METHODOLOGY IDENTIFIER	
EVENT IDENTIFIER	
EXAMINATION IDENTIFIER	
GUIDANCE IDENTIFIER	
GUIDANCE TEXT	
INSTRUCTIONAL-UNIT DESCRIPTION TEXT	
INSTRUCTIONAL-UNIT IDENTIFIER	
INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE	
INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	
INSTRUCTIONAL-UNIT-NAME TEXT	
INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY	
INSTRUCTIONAL-UNIT-SECTION TYPE CODE	
MATERIEL-ITEM IDENTIFIER	
MATERIEL-ITEM TYPE CODE	
OCCUPATION IDENTIFIER	
OCCUPATION NAME	
OCCUPATION-CLASSIFICATION CODE	
OCCUPATION-INSTRUCTIONAL-UNIT REASON CODE	
ORGANIZATION IDENTIFIER	
ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE	
ORGANIZATION-DOCUMENT END CALENDAR DATE	
ORGANIZATION-GUIDANCE ROLE CODE	
ORGANIZATION-INSTRUCTIONAL-UNIT-ROLE CODE	
ORGANIZATION-NAME TEXT	
ORGANIZATION-OCCUPATION REASON CODE	
ORGANIZATION-TYPE CATEGORY CODE	
POSITION DESCRIPTION TEXT	
POSITION IDENTIFIER	
POSITION-TASK-TYPE BEGIN CALENDAR DATE	
POSITION-TASK-TYPE END CALENDAR DATE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE TRAINING-RISK IDENTIFIER TRAINING-RISK LEVEL CODE	
(2.2.2 <u>Administrative data</u> . This data shall provide information required to prepare for, and conduct the lesson. Administrative information shall consist of:) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE	
(2.2.2.a Course title.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.2.2.b Document number.) ALIAS IDENTIFIER DOCUMENT IDENTIFIER INSTRUCTIONAL-CLASS-METHOD CODE	
(2.2.2.c Course number.) ALIAS IDENTIFIER DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.2.d Curriculum name.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.2.2.e Unit title.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.2.2.f Unit number.) INSTRUCTIONAL-UNIT IDENTIFIER	
(2.2.2.g Lesson title.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT LEARNING-OBJECTIVE IDENTIFIER POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2.2.2.h Lesson number.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.2.2.i Responsible authoring activity.) INSTRUCTIONAL-UNIT IDENTIFIER ORGANIZATION IDENTIFIER ORGANIZATION-INSTRUCTIONAL-UNIT-ROLE CODE	
(2.2.2.j Date of preparation.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-STATUS CODE INSTRUCTIONAL-UNIT-STATUS EFFECTIVE CALENDAR DATE	
(2.2.2.k Effective date.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-STATUS CODE INSTRUCTIONAL-UNIT-STATUS EFFECTIVE CALENDAR DATE	
(2.2.2.l Approval date.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-STATUS CODE INSTRUCTIONAL-UNIT-STATUS EFFECTIVE CALENDAR DATE	
(2.2.2.m A list of topics and tasks to include task number, title, conditions, and standards.) LEARNING-OBJECTIVE IDENTIFIER PERFORMANCE-CONDITION IDENTIFIER PERFORMANCE-CONDITION NORMALITY CODE PERFORMANCE-CONDITION TYPE CODE PERFORMANCE-STANDARD IDENTIFIER PERSON IDENTIFIER TASK IDENTIFIER TASK NAME	
(2.2.2.n Security classification.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-CAVEATED-SECURITY-CLASSIFICATION REASON CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE SECURITY-CLASSIFICATION CODE	
(2.2.2.o Time breakdown (e.g., overall, classroom, laboratory).) FACILITY IDENTIFIER INSTRUCTIONAL-CLASS IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-CLASS-INSTRUCTIONAL-UNIT ROLE CODE INSTRUCTIONAL-CLASS-MEETING BEGIN CALENDAR DATE-TIME INSTRUCTIONAL-CLASS-MEETING END CALENDAR DATE-TIME INSTRUCTIONAL-CLASS-MEETING-MATERIEL REASON CODE INSTRUCTIONAL-CLASS-METHOD CODE INSTRUCTIONAL-CLASS-PERSON-TYPE ROLE CODE INSTRUCTIONAL-UNIT IDENTIFIER	
(2.2.2.p Student allotted lesson time.) INSTRUCTIONAL-CLASS-METHOD CODE INSTRUCTIONAL-UNIT ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT IDENTIFIER	
(2.2.2.q A list of references.) DOCUMENT IDENTIFIER DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE TASK IDENTIFIER	
(2.2.2.r A description of commonality.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE	
(2.2.2.s A description of instructional format.) INSTRUCTIONAL-CLASS-METHOD CODE INSTRUCTIONAL-UNIT IDENTIFIER LEARNING-OBJECTIVE IDENTIFIER LEARNING-STRATEGY CODE	
(2.2.2.t A list of learning objectives.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE DESCRIPTION TEXT LEARNING-OBJECTIVE IDENTIFIER	
(2.2.2.u A list of teaching points.) INSTRUCTIONAL-ACTIVITY IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-METHODOLOGY IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER LEARNING-EVENT DESCRIPTION TEXT	
(2.2.2.v A list of equipment required for the instruction.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-MATERIEL-ITEM REASON CODE MATERIEL ALTERNATE IDENTIFIER MATERIEL IDENTIFIER MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE	
(2.2.2.w A list of instructional aids.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-MATERIEL REASON CODE MATERIEL IDENTIFIER MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE	
(2.2.2.x A description of testing requirements.) EXAMINATION DESCRIPTION TEXT EXAMINATION IDENTIFIER EXAMINATION-MATERIEL REASON CODE EXAMINATION-METHOD TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE MATERIEL IDENTIFIER	
(2.2.2.y A list of supporting papers.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.2.z Revision dates.) DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.2.aa A list of trainee instructional materials.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT NAME INSTRUCTIONAL-UNIT IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE PERSON-TYPE-INSTRUCTIONAL-UNIT ROLE CODE	
(2.2.2.ab A description of multiple instructor requirements.) CERTIFICATION-TYPE DESCRIPTION TEXT INSTRUCTIONAL-CLASS-INSTRUCTIONAL-UNIT ROLE CODE INSTRUCTIONAL-CLASS-PERSON-TYPE ROLE CODE INSTRUCTIONAL-UNIT IDENTIFIER PERSON-CERTIFICATION-ROLE CODE PERSON-TYPE-CERTIFICATION-TYPE ROLE CODE	
(2.2.2.ac A description of instructional guidance.) GUIDANCE IDENTIFIER GUIDANCE SUBJECT TEXT GUIDANCE SYNOPSIS TEXT GUIDANCE TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-GUIDANCE REASON CODE	
(2.2.2.ad A description of classroom, laboratory, training area, and range requirements.) FACILITY-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-FACILITY-TYPE REASON CODE	
(2.2.2.ae A description of ammunition requirements.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-MATERIEL REASON CODE MATERIEL IDENTIFIER MATERIEL-ITEM TYPE CODE	
(2.2.2.af A description of prerequisites.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT LEARNING-OBJECTIVE DESCRIPTION TEXT LEARNING-OBJECTIVE IDENTIFIER SKILL IDENTIFIER	
(2.2.2.ag A list of source documentation.) DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.2.ah A list of environmental considerations.) GUIDANCE IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-GUIDANCE REASON CODE	
(2.2.2.ai A description of additional support personnel requirements.) INSTRUCTIONAL-UNIT IDENTIFIER PERSON-TYPE-INSTRUCTIONAL-UNIT ROLE CODE	
(2.2.2.aj A description of training portal infrastructure operations to include:) INFORMATION-ASSET IDENTIFIER INFORMATION-ASSET TYPE CODE INFORMATION-ASSET VERSION IDENTIFIER ORGANIZATION IDENTIFIER	
(2.2.2.aj.1 Learning Management Systems (LMS).) INFORMATION-ASSET IDENTIFIER INFORMATION-ASSET TYPE CODE INFORMATION-ASSET VERSION IDENTIFIER ORGANIZATION IDENTIFIER	
(2.2.2.aj.2 Course Management System (CMS).) INFORMATION-ASSET IDENTIFIER INFORMATION-ASSET TYPE CODE INFORMATION-ASSET VERSION IDENTIFIER ORGANIZATION IDENTIFIER	
(2.2.2.aj.3 Courseware development/authoring tools.) INFORMATION-ASSET IDENTIFIER INFORMATION-ASSET TYPE CODE INFORMATION-ASSET VERSION IDENTIFIER ORGANIZATION IDENTIFIER	
(2.2.2.aj.4 Communication tools.) INFORMATION-ASSET IDENTIFIER INFORMATION-ASSET TYPE CODE INFORMATION-ASSET VERSION IDENTIFIER ORGANIZATION IDENTIFIER	
(2.2.2.aj.5 Resource references.) INFORMATION-ASSET IDENTIFIER INFORMATION-ASSET TYPE CODE INFORMATION-ASSET VERSION IDENTIFIER ORGANIZATION IDENTIFIER	
(2.2.2.ak For Advanced Distributed Learning (ADL), a description of hardware and software requirements for administrators, instructors, and students.) HARDWARE-REQUIREMENT RECOMMENDATION TEXT	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INFORMATION-ASSET IDENTIFIER INSTRUCTIONAL-CLASS LOCATION TYPE CODE SOFTWARE-REQUIREMENT-TYPE NAME	
(2.2.3 <u>Instructional data</u> . This data shall provide information to be presented during a course of instruction and shall include:) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.3.a Overview.) INSTRUCTIONAL-UNIT DESCRIPTION TEXT	
(2.2.3.b Lesson strategy.) INSTRUCTIONAL-CLASS-METHOD CODE INSTRUCTIONAL-METHODOLOGY TECHNIQUE CODE INSTRUCTIONAL-UNIT IDENTIFIER LEARNING-OBJECTIVE IDENTIFIER LEARNING-STRATEGY CODE	
(2.2.3.c Statement for student motivation.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE	
(2.2.3.d Statement for gaining student attention.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.3.e Statement of the learning objectives.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE DESCRIPTION TEXT	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
LEARNING-OBJECTIVE IDENTIFIER	
(2.2.3.f Safety precautions and hazard awareness notices related to the lesson topic.) GUIDANCE IDENTIFIER GUIDANCE TEXT HAZARD SOURCE UNIQUE IDENTIFIER HAZARD-ASSESSMENT OCCURRENCE DATE HAZARD-RISK-ASSESSMENT SEQUENCE IDENTIFIER INSTRUCTIONAL-UNIT-GUIDANCE REASON CODE	
(2.2.3.g Review of materials previously presented and related to the new lesson topic.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE	
(2.2.3.h Discussion points.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.3.i Instructional activities. (e.g., lecture, discussion, demonstration, illustration, practice exercises, assignments, etc.).) INSTRUCTIONAL-ACTIVITY IDENTIFIER INSTRUCTIONAL-METHODOLOGY IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE	
(2.2.3.j Teaching points.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE DESCRIPTION TEXT LEARNING-OBJECTIVE IDENTIFIER	
(2.2.3.k Application.) INSTRUCTIONAL-METHODOLOGY TECHNIQUE CODE LEARNING-OBJECTIVE IDENTIFIER LEARNING-STRATEGY CODE	
(2.2.3.l Procedures.)	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-CLASS-METHOD CODE INSTRUCTIONAL-METHODOLOGY IDENTIFIER INSTRUCTIONAL-METHODOLOGY PROCEDURE DESCRIPTION TEXT INSTRUCTIONAL-METHODOLOGY TECHNIQUE CODE LEARNING-OBJECTIVE IDENTIFIER	
(2.2.3.m Evaluation.) EVALUATION IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-EVALUATION REASON CODE	
(2.2.3.n Intermediate summaries as required.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.3.o Related instructor activities.) INSTRUCTIONAL-ACTIVITY IDENTIFIER INSTRUCTIONAL-ACTIVITY NAME INSTRUCTIONAL-METHODOLOGY IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER	
(2.2.3.o.1 Media cues.) AUDIO-MEDIA-FORMAT IDENTIFIER AUDIO-RECORDING IDENTIFIER LEARNING-OBJECTIVE IDENTIFIER LEARNING-OBJECTIVE-SENSORY-STIMULUS-CUE CRITICALITY CODE SENSORY-STIMULUS-CUE IDENTIFIER SENSORY-STIMULUS-CUE TYPE CODE VISUAL-IMAGE IDENTIFIER VISUAL-IMAGE MEDIA TYPE CODE	
(2.2.3.o.2 Helps.) AUDIO-MEDIA-FORMAT IDENTIFIER INSTRUCTIONAL-UNIT-MATERIEL-ITEM REASON CODE INSTRUCTIONAL-UNIT-PLANNED-COST AMOUNT MATERIEL-ASSOCIATION IDENTIFIER PRODUCTION-PURPOSE CODE VISUAL-IMAGE MEDIA TYPE CODE	
(2.2.3.o.3 Questions.) EXAMINATION IDENTIFIER INQUIRY IDENTIFIER INQUIRY TEXT	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	
(2.2.3.o.4 Answers to questions.) INQUIRY IDENTIFIER INQUIRY-PREDEFINED-ANSWER SERIAL IDENTIFIER	
(2.2.3.o.5 Supporting papers.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT PERSON FULL LEGAL NAME PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE PERSON-NAME CATEGORY CODE	
(2.2.3.p Learning objectives data shall consist of the following:) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER	
(2.2.3.p.1 Learning objective number and type.) LEARNING-OBJECTIVE IDENTIFIER LEARNING-OBJECTIVE-ASSOCIATION REASON CODE	
(2.2.3.p.2 The learning objective statement.) LEARNING-OBJECTIVE DESCRIPTION TEXT	
(2.2.3.p.3 The instructional method(s).) AUDIO-MEDIA-FORMAT IDENTIFIER INSTRUCTIONAL-CLASS-METHOD CODE INSTRUCTIONAL-METHODOLOGY TECHNIQUE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER LEARNING-OBJECTIVE-MATERIEL-ITEM REASON CODE PRODUCTION IDENTIFIER VISUAL-IMAGE MEDIA TYPE CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2.2.3.p.4 The time required to present the material.) INSTRUCTIONAL-UNIT ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER	
(2.2.3.p.5 Instructor to student ratio.) INSTRUCTIONAL-UNIT IDENTIFIER PERSON-TYPE-INSTRUCTIONAL-UNIT REQUIRED QUANTITY PERSON-TYPE-INSTRUCTIONAL-UNIT ROLE CODE	
(2.2.3.q Review and summary.) INSTRUCTIONAL-UNIT DESCRIPTION TEXT INSTRUCTIONAL-UNIT IDENTIFIER	
(2.2.3.r Remotivation.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.3.s Closure.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.3.t Assignments for the trainee.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSIGNMENT IDENTIFIER TASK-TYPE DESCRIPTION TEXT TASK-TYPE IDENTIFIER	
(2.2.3.u Transition information necessary to proceed to the next topic.) GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER GUIDANCE SUBJECT TEXT GUIDANCE-CITATION TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-GUIDANCE REASON CODE	
(2.2.3.v Test/evaluation of learning objectives.) EVALUATION IDENTIFIER EXAMINATION IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-EVALUATION REASON CODE INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER	
(2.2.3.w Critique of the course as applicable.) EVALUATION IDENTIFIER EVALUATION-RESULT IDENTIFIER INSTRUCTIONAL-UNIT TYPE CODE INSTRUCTIONAL-UNIT-EVALUATION REASON CODE SPECIFIC-EVALUATION COMMENT TEXT SPECIFIC-EVALUATION IDENTIFIER	
(2.2.4 Trainee guide answer keys. The answer keys shall provide answers to questions in the associated trainee guide (see 2.3 below).) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-TYPE CODE EXAMINATION IDENTIFIER INQUIRY IDENTIFIER INQUIRY-PREDEFINED-ANSWER SERIAL IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	
(2.3 Part 2: Trainee guide data requirements. The trainee guide contains data which enhances the trainee's mastery of those knowledge, skills, and attitudes needed for a given subject and shall include:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.3.1 Front matter. Front matter shall be as defined in paragraph 2.1 above.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE DOCUMENT-TYPE CODE EDUCATIONAL-DISCIPLINE CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
EVALUATION IDENTIFIER EVALUATION-EVENT REASON CODE EVALUATION-METHODOLOGY IDENTIFIER EVENT IDENTIFIER EXAMINATION IDENTIFIER GUIDANCE IDENTIFIER GUIDANCE TEXT INSTRUCTIONAL-UNIT DESCRIPTION TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE OCCUPATION IDENTIFIER OCCUPATION NAME OCCUPATION-CLASSIFICATION CODE OCCUPATION-INSTRUCTIONAL-UNIT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-GUIDANCE ROLE CODE ORGANIZATION-INSTRUCTIONAL-UNIT-ROLE CODE ORGANIZATION-NAME TEXT ORGANIZATION-OCCUPATION REASON CODE ORGANIZATION-TYPE CATEGORY CODE PLAN TYPE CODE PLAN-ASSOCIATION IDENTIFIER PLAN-ASSOCIATION ROLE CODE POSITION DESCRIPTION TEXT POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE TRAINING-RISK IDENTIFIER TRAINING-RISK LEVEL CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2.3.2 Information sheet. This data shall provide the trainee with additional, amplifying, or background information essential for the trainee but not contained in the technical manuals or other official documentation. Information sheets shall consist of: DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.3.2.a Title and identification number.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.3.2.b Introduction consisting of a narrative statement describing the purpose/intent of the document.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE	
(2.3.2.c List of references used to develop the information sheet.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE	
(2.3.2.d Materials designed to aid the trainee in comprehending the instructional topic and not contained in the technical manuals identified for use in the curricula.) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE	
(2.3.2.e A list of supplemental reading materials.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
DOCUMENT NAME DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE PERSON FULL LEGAL NAME PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE PERSON-NAME CATEGORY CODE	
(2.3.3 <u>Diagram sheet</u> . This data shall provide illustrative material which depict a chalkboard sketch, an instructional media material or any diagram or schematic deemed important to the trainee. Diagram sheets shall consist of:) DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.3.3.a Title and identification number.) DOCUMENT IDENTIFIER DOCUMENT NAME	
(2.3.3.b Illustrative materials.) DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-TYPE CODE PLAN TYPE CODE PLAN-ASSOCIATION IDENTIFIER PLAN-ASSOCIATION ROLE CODE	
(2.3.3.c Source.) DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CODE DOCUMENT-TYPE CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2.3.4 Job sheet. This data shall direct the trainee to use technical documentation, if available, in the step-by-step performance of tasks or functions encountered in the operational environment. Job sheets shall consist of:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.3.4.a Title and identification number.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT	
(2.3.4.b Introduction consisting of a narrative statement describing the purpose/intent of the document.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE	
(2.3.4.c List, by nomenclature, of all equipment required for accomplishing the job.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-MATERIEL REASON CODE	
(2.3.4.d List of all reference documentation required to perform the task or function.) DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
PERSON FULL LEGAL NAME PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE PERSON-NAME CATEGORY CODE TASK IDENTIFIER	
(2.3.4.e Job steps listing the procedures for performing a task or function without duplicating data in the technical manual. Critical job steps shall be identified and require the instructor's initials and date of completion.) EVENT BEGIN CALENDAR DATE-TIME EVENT END CALENDAR DATE-TIME FUNCTIONAL-ACTIVITY IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER PERSON-TYPE-INSTRUCTIONAL-UNIT ROLE CODE POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK CRITICALITY CODE TASK END TIME TASK IDENTIFIER TASK PURPOSE CODE TASK-ASSOCIATION REASON CODE	
(2.3.4.f Self test questions providing an exercise in decision making similar to that required in the operational environment.) EXAMINATION IDENTIFIER INQUIRY IDENTIFIER TASK IDENTIFIER TEST TYPE CODE	
(2.3.5 Assignment sheet. This data shall identify the required reading material and pose questions on the assignments for each individual topic. Assignment sheets shall consist of:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.3.5.a Title and identification number.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.3.5.b List of learning objectives, copied directly from the lesson plan.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
LEARNING-OBJECTIVE DESCRIPTION TEXT LEARNING-OBJECTIVE IDENTIFIER	
(2.3.5.c List of study assignment(s).) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE DOCUMENT-TYPE CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT PERSON FULL LEGAL NAME PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE PERSON-NAME CATEGORY CODE TEACHING-TASK-TYPE CODE	
(2.3.5.d Study questions written on the same learning level as the related learning objective.) INQUIRY IDENTIFIER INQUIRY TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER	
(2.3.6 <u>Problem sheet</u> . This data shall provide the trainee with practical problems requiring analysis and decision making similar to those problems which could occur in the operational environment. Problem sheets shall consist of:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.3.6.a Title and identification number.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.3.6.b Introduction consisting of a narrative statement describing the purpose/intent of the document.)	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE	
(2.3.6.c List of all reference documentation required to perform the task or function.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE FUNCTIONAL-ACTIVITY IDENTIFIER FUNCTIONAL-ACTIVITY MISSION TEXT ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT PERSON FULL LEGAL NAME PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE PERSON-NAME CATEGORY CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE	
(2.3.6.d Problem statements with all the data necessary to solve the problem(s).) SITUATION EXPLANATION TEXT TASK IDENTIFIER	
(2.3.7 Outline sheet. This data shall provide the trainee with an outline of the topic's major teaching points. Outline sheets shall allow trainees to follow the progress of a topic, to take notes as desired, and to retain topic information for future reference. Outline sheets shall consist of:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE	
(2.3.7.a Title and identification number.)	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.3.7.b Introduction consisting of a narrative statement describing the purpose/intent of the outline sheet.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE	
(2.3.7.c An outline of the topic content.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE	
(2.4 Part 3: On-the-Job Training (OJT) handbook data. The OJT handbook data is a self-paced instructional system which leads the trainee to a specific skill development. OJT handbook data is a substitute for, a reinforcement of, or an extension of other forms of instruction. Hands-on exercises, training assignments, and troubleshooting problems are used when available for analyzing the documentation as well as for learning and testing. The OJT handbook data covers a specific area of learning (e.g., equipment, systems, or subsystems) pertaining to specific task or function(s) and is designed to allow the trainee to work independently at their own pace. The OJT handbook data can be used in either the formal or informal training environment and shall include:) DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT TYPE CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE TASK IDENTIFIER TASK-DOCUMENT REASON CODE	
(2.4.1 Front matter. Front matter shall be as defined in paragraph 2.1 above.) ALIAS NAME	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
DOCUMENT CATEGORY CODE	
DOCUMENT IDENTIFIER	
DOCUMENT NAME	
DOCUMENT-ASSOCIATION REASON CODE	
DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE	
DOCUMENT-DEVELOPMENT-STAGE CODE	
DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE	
DOCUMENT-REPRESENTATION-PUBLICATION CODE	
DOCUMENT-TYPE CODE	
EDUCATIONAL-DISCIPLINE CODE	
EVALUATION IDENTIFIER	
EVALUATION-EVENT REASON CODE	
EVALUATION-METHODOLOGY IDENTIFIER	
EVENT IDENTIFIER	
EXAMINATION IDENTIFIER	
GUIDANCE IDENTIFIER	
GUIDANCE TEXT	
INSTRUCTIONAL-UNIT DESCRIPTION TEXT	
INSTRUCTIONAL-UNIT IDENTIFIER	
INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE	
INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	
INSTRUCTIONAL-UNIT-NAME TEXT	
INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY	
INSTRUCTIONAL-UNIT-SECTION TYPE CODE	
MATERIEL-ITEM IDENTIFIER	
MATERIEL-ITEM TYPE CODE	
OCCUPATION IDENTIFIER	
OCCUPATION NAME	
OCCUPATION-CLASSIFICATION CODE	
OCCUPATION-INSTRUCTIONAL-UNIT REASON CODE	
ORGANIZATION IDENTIFIER	
ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE	
ORGANIZATION-DOCUMENT END CALENDAR DATE	
ORGANIZATION-GUIDANCE ROLE CODE	
ORGANIZATION-INSTRUCTIONAL-UNIT-ROLE CODE	
ORGANIZATION-NAME TEXT	
ORGANIZATION-OCCUPATION REASON CODE	
ORGANIZATION-TYPE CATEGORY CODE	
PLAN TYPE CODE	
PLAN-ASSOCIATION IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
PLAN-ASSOCIATION ROLE CODE POSITION DESCRIPTION TEXT POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE TRAINING-RISK IDENTIFIER TRAINING-RISK LEVEL CODE	
(2.4.2 Background. This data shall provide the trainee with background data and training guidelines for using the OJT handbook. Background shall consist of:) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE SITUATION EXPLANATION TEXT SITUATION IDENTIFIER	
(2.4.2.a Introduction of the system, subsystem, or equipment which the OJT handbook data supports.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT TYPE CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE MATERIEL IDENTIFIER MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE TASK-MATERIEL REASON CODE	
(2.4.2.b OJT handbook data organization description.) DOCUMENT DESCRIPTION TEXT DOCUMENT IDENTIFIER	
(2.4.2.c Guidelines and instructions for using the OJT handbook data.) DOCUMENT IDENTIFIER GUIDANCE IDENTIFIER	
(2.4.2.d Outline of all tasks or duties to be performed.)	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER TASK IDENTIFIER TASK-ASSOCIATION REASON CODE	
(2.4.2.e Instruction relating to the assignment of tasks.) GUIDANCE IDENTIFIER GUIDANCE TEXT TASK IDENTIFIER	
(2.4.2.f Prerequisites required to complete the OJT handbook data.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT TYPE CODE INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE KNOWLEDGE DESCRIPTION TEXT LEARNING-OBJECTIVE IDENTIFIER SKILL IDENTIFIER	
(2.4.3 <u>Work sheet</u> . Work sheets shall provide procedures for performing a task or function. Work sheets shall direct the trainee to use the technical documentation, if available, in the step-by-step performance of tasks or functions. Work sheets shall include self-test questions. Work sheets shall consist of:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT DESCRIPTION TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.4.3.a Specific learning objectives that are satisfied by the successful performance or completion of the task.) LEARNING-OBJECTIVE IDENTIFIER TASK IDENTIFIER	
(2.4.3.b Specific task to be performed and how the task relates to the overall program.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT TYPE CODE INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER TASK IDENTIFIER	
(2.4.3.c A list of required tools and test equipment.) MATERIEL IDENTIFIER MATERIEL-ITEM IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
MATERIEL-ITEM TYPE CODE TASK IDENTIFIER TASK-TYPE IDENTIFIER TASK-TYPE-MATERIEL REASON CODE	
(2.4.3.d Safety precautions which the trainee must observe.) GUIDANCE IDENTIFIER GUIDANCE SUBJECT TEXT GUIDANCE SYNOPSIS TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-GUIDANCE REASON CODE	
(2.4.3.e General or discrete step-by-step procedures for performing operation, maintenance, troubleshooting, repair, and tasks/function.) FUNCTIONAL-ACTIVITY IDENTIFIER INSTRUCTIONAL-METHODOLOGY PURPOSE CODE POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK PURPOSE CODE TASK-ASSOCIATION REASON CODE TASK-TYPE CATEGORY CODE	
(2.4.3.f Self-test questions are developed to exercise the decision-making requirements that a trainee might face at a work site. They shall be included, as applicable, following each performance step. (These questions constitute an open-book test, with the trainee permitted to use the technical manuals and other training program materials in seeking answers.)) EXAMINATION IDENTIFIER INQUIRY IDENTIFIER INQUIRY TEXT TASK IDENTIFIER	
(2.4.3.g Each work sheet shall include the maximum allowable time, and blank spaces for the administrator's initials and actual time the trainee used to satisfactorily complete the task.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER PERSON-TYPE-INSTRUCTIONAL-UNIT MAXIMUM PERSON TYPE QUANTITY PERSON-TYPE-INSTRUCTIONAL-UNIT ROLE CODE TASK IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
<p>(2.4.4 <u>Tests and answer sheets.</u> Tests and answer sheets shall provide written and, when required, performance tests for the end of each lesson or assignment along with the trainee answer sheets. The tests shall contain instructions to direct the trainee through the test and to the next OJT handbook element upon completion of the test. Each test item shall directly correspond to a test item in the lesson pretest. There shall be one test per lesson; however, for particularly long or difficult lessons there can be more. The test shall consist of:)</p> <p>DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE EXAMINATION IDENTIFIER INQUIRY IDENTIFIER INQUIRY TEXT INQUIRY-PREDEFINED-ANSWER SERIAL IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE</p>	
<p>(2.4.4.a Title and lesson number.)</p> <p>DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT</p>	
<p>(2.4.4.b Directions for taking the test.)</p> <p>EXAMINATION IDENTIFIER GUIDANCE IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE</p>	
<p>(2.4.4.c Test items.)</p> <p>EXAMINATION IDENTIFIER INQUIRY IDENTIFIER INQUIRY TEXT</p>	
<p>(2.4.4.d Answer sheets.)</p> <p>DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE EXAMINATION IDENTIFIER</p>	
<p>(2.4.5 <u>Instructions for OJT program administrators.</u> These instructions shall provide detailed information for the OJT program administrator on how to conduct training. This information shall be prepared so that it can be reproduced separate from other parts of the OJT handbook data. These instructions shall include:)</p> <p>DOCUMENT IDENTIFIER</p>	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
DOCUMENT-TYPE CODE GUIDANCE IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.4.5.a Guidelines and instructions for conducting the training program.) GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-GUIDANCE REASON CODE	
(2.4.5.b Introduction to the system, subsystem, or equipment which the OJT handbook data supports.) DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-MATERIEL REASON CODE MATERIEL CATEGORY CODE MATERIEL IDENTIFIER MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE SYSTEM-PLATFORM DESCRIPTION TEXT	
(2.4.5.c Question answer key.) EXAMINATION IDENTIFIER INQUIRY IDENTIFIER INQUIRY-PREDEFINED-ANSWER SERIAL IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	
(2.4.5.d A list of step(s) the administrator will take when assigning a task.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER PERSON-TYPE-INSTRUCTIONAL-UNIT ROLE CODE TASK IDENTIFIER TASK-ASSOCIATION REASON CODE	
(2.4.5.e Explanation on how to evaluate the trainee's answers.) EXAMINATION IDENTIFIER GUIDANCE IDENTIFIER INQUIRY IDENTIFIER INQUIRY-PREDEFINED-ANSWER SERIAL IDENTIFIER	
(2.4.5.f Explanation on how to evaluate the practical assignment(s).) EXAMINATION IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
GUIDANCE IDENTIFIER INQUIRY IDENTIFIER INQUIRY-PREDEFINED-ANSWER SERIAL IDENTIFIER	
(2.4.5.g Information for preparing and administering the lessons.) GUIDANCE IDENTIFIER GUIDANCE SUBJECT TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-GUIDANCE REASON CODE	
(2.4.5.h A list of fault(s), with insertion parameters, for the system, subsystem, or equipment. All safety considerations shall be addressed.) CAPABILITY CONSTRAINT INDICATOR CODE FACILITY-CONSTRAINT IDENTIFIER FACILITY-TYPE-CONSTRAINT IDENTIFIER FEATURE-CONSTRAINT IDENTIFIER FUND-TYPE-CONSTRAINT IDENTIFIER GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER INFORMATION-ASSET-CONSTRAINT IDENTIFIER INSTRUCTIONAL-UNIT-INSTRUCTOR-CONSTRAINT IDENTIFIER INSTRUCTIONAL-UNIT-STUDENT-CONSTRAINT IDENTIFIER MATERIEL CATEGORY CODE MATERIEL IDENTIFIER MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE ORGANIZATION-TYPE-CONSTRAINT IDENTIFIER SITUATION IDENTIFIER SYSTEM-PLATFORM DESCRIPTION TEXT	
(2.4.5.i Instructions and precautions for administrator inserted malfunctions.) CAPABILITY CONSTRAINT INDICATOR CODE FACILITY-CONSTRAINT IDENTIFIER FACILITY-TYPE-CONSTRAINT IDENTIFIER FEATURE-CONSTRAINT IDENTIFIER FUND-TYPE-CONSTRAINT IDENTIFIER GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER INFORMATION-ASSET-CONSTRAINT IDENTIFIER INSTRUCTIONAL-UNIT-INSTRUCTOR-CONSTRAINT IDENTIFIER INSTRUCTIONAL-UNIT-STUDENT-CONSTRAINT IDENTIFIER MATERIEL IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
ORGANIZATION-TYPE-CONSTRAINT IDENTIFIER	
(2.4.6 Item-to-work assignment chart. This chart shall provide information on Personnel Performance Profile (PPP)/training task identification, work assignments and Personnel Qualification Standard (PQS). This chart shall consist of: DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.4.6.a PPP/training task identification shall consist of three sub-columns:) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER PERFORMANCE-STANDARD IDENTIFIER PERFORMANCE-STANDARD-DOCUMENT REASON CODE PERSON-TYPE IDENTIFIER TASK IDENTIFIER	
(2.4.6.a.1 PPP table/training task number.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER PERFORMANCE-STANDARD IDENTIFIER	
(2.4.6.a.2 Item/sub-item or element/sub-element.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER PERFORMANCE-STANDARD IDENTIFIER PERFORMANCE-STANDARD-DOCUMENT REASON CODE PERSON-TYPE IDENTIFIER	
(2.4.6.a.3 Training Objective Statement (TOS) level.) ALIAS IDENTIFIER DOCUMENT IDENTIFIER LEARNING-OBJECTIVE IDENTIFIER PERFORMANCE-STANDARD IDENTIFIER PERSON-TYPE IDENTIFIER	
(2.4.6.b Work assignment shall consist of three sub-columns:) DOCUMENT-TYPE CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE	
(2.4.6.b.1 Work assignment.) TASK IDENTIFIER	
(2.4.6.b.2 Learning objective.) LEARNING-OBJECTIVE DESCRIPTION TEXT LEARNING-OBJECTIVE IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
TASK IDENTIFIER	
(2.4.6.b.3 Test item.) EXAMINATION IDENTIFIER INQUIRY IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	
(2.4.6.c PQS shall consist of two sub-columns:) GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER	
(2.4.6.c.1 Identification number.) ALIAS NAME GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER	
(2.4.6.c.2 Qualification task number.) GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER SKILL IDENTIFIER	
(2.5 Part 4: Instructional visual aids. Visual aids to be used by the instructor in the conduct of classes shall include:) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-MATERIEL REASON CODE MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE MATERIEL-PURPOSE-CATEGORY DESCRIPTION TEXT	
(2.5.1 Slides. The slides shall be provided in Service specified format(s). The slide program shall be in accordance with Government approved production standards.) DOCUMENT IDENTIFIER GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE VISUAL-IMAGE FORMAT CODE VISUAL-IMAGE IDENTIFIER VISUAL-IMAGE MEDIA TYPE CODE	
(2.5.2 Transparencies. The transparencies shall be provided in Service specified format(s). Transparencies shall be in accordance with Government	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
approved production standards.) DOCUMENT IDENTIFIER GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE VISUAL-IMAGE FORMAT CODE VISUAL-IMAGE IDENTIFIER VISUAL-IMAGE MEDIA TYPE CODE	
(2.5.3 Wall charts. The wall charts shall be provided in Service specified format(s). Wall charts shall be in accordance with Government approved production standards.) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.5.4 Job Aids (JA). JAs shall provide step-by-step instructions related to the performance of a task in either the job or training environment. These procedural instructions shall be expressed as written or visual information or a combination of both. Each JA shall consist of:) MATERIEL IDENTIFIER MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE TASK-TYPE IDENTIFIER TASK-TYPE-MATERIEL FORMAT CODE TASK-TYPE-MATERIEL PURPOSE CODE TASK-TYPE-MATERIEL REASON CODE	
(2.5.4.a Title.) MATERIEL ALTERNATE IDENTIFIER MATERIEL IDENTIFIER TASK-TYPE IDENTIFIER TASK-TYPE-MATERIEL DESCRIPTION TEXT TASK-TYPE-MATERIEL REASON CODE	
(2.5.4.b Task.) TASK IDENTIFIER TASK-TYPE IDENTIFIER TASK-TYPE-MATERIEL REASON CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2.5.4.c Applicable learning objective(s).) LEARNING-OBJECTIVE DESCRIPTION TEXT LEARNING-OBJECTIVE IDENTIFIER MATERIEL IDENTIFIER TASK IDENTIFIER TASK-TYPE IDENTIFIER TASK-TYPE-MATERIEL REASON CODE	
(2.5.4.d Administrative instructions.) GUIDANCE IDENTIFIER MATERIEL IDENTIFIER	
(2.5.4.e Body (written or visual procedural guidance).) GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER GUIDANCE-CITATION TYPE CODE MATERIEL IDENTIFIER	
(2.6 Part 5: Training material change data. Training material change data provides information, which is necessary for keeping the training materials current and compatible with the systems and equipment as engineering, technical or operational changes are made. Training material change data shall contain the following:) INSTRUCTIONAL-UNIT IDENTIFIER	
(2.6.1 Training materials change. (Change to training materials, for example; management documentation, curriculum materials, and instructional media materials, may be developed after these materials are promulgated for use. A change to any training material is issued to add, amend, correct, substitute, delete or otherwise modify existing data and usually affects less than 30 percent (this is variable according to media type) of the material being changed, and does not impact on course learning objectives or resources.) A change shall consist of three parts: change pages, change materials, and change notices as follows:) DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE PLAN TYPE CODE PLAN-ASSOCIATION IDENTIFIER PLAN-ASSOCIATION ROLE CODE	
(2.6.1.a The change pages shall consist of all pages within the training materials that have been modified, corrected, or amended and those pages added or substituted. The change pages shall be in the format of the existing	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
<p>training materials. Changes in training materials shall be made by reissuing new pages on which the changes are to be shown. Complete two-sided pages (both sides) shall be replaced so that the old page can be removed and the new page inserted. (During development, it is essential that each change to a material page be checked for impact on other pages among the training materials.))</p> <p>ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CODE ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT PERSON FULL LEGAL NAME PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE PERSON-NAME CATEGORY CODE</p>	
<p>(2.6.1.b The change materials shall include the instructional media materials (e.g., slides, transparencies) that have been modified, corrected, or amended, added, or substituted. Changes to some media materials are not possible due to the nature of the material. When approved changes are made, the change materials shall be in the format of the existing training materials. (During development, it is essential that the change materials be checked for impact on the instructor guide and trainee guide, as well as other support materials.))</p> <p>ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CODE ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE PERSON FULL LEGAL NAME PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE PERSON-NAME CATEGORY CODE</p>	
<p>(2.6.1.c Change notices are used to transmit changed training materials. Change notices are not used to make or transmit complete revisions. The change notice shall be a letter containing the promulgation heading,</p>	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
justification, and directions for inserting the change and shall include the following:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE	
(2.6.1.c.1 The promulgation heading shall contain the name and address of the contracting activity, audience (all holders of the document or materials), change and document number, date of the change, number of pages or material items in the change notice, number of changes enclosed, and the signature of approval with the name and title typed beneath the signature.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-POSTAL-ADDRESS-USAGE CODE ORGANIZATION-USPS-POSTAL-ADDRESS DELIVERY LINE TEXT ORGANIZATION-USPS-POSTAL-ADDRESS LAST LINE TEXT ORGANIZATION-USPS-POSTAL-ADDRESS PRIMARY TEXT ORGANIZATION-USPS-POSTAL-ADDRESS SECONDARY TEXT PERSON-TYPE IDENTIFIER PERSON-TYPE-DOCUMENT ROLE CODE	
(2.6.1.c.2 If the required information is available, this section shall state that the changes incorporate responses to change initiation documents. This phrase shall be followed by a list of the documents providing review and approval information for the change process. Impact of incorporation shall be specifically addressed.) DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION DESCRIPTION TEXT DOCUMENT-ASSOCIATION REASON CODE	
(2.6.1.c.3 Directions for inserting the change shall provide directions for accomplishing the change, including additional paragraphs which shall provide instructions to enter the change into the document and to retain the change notice. For inserting a change that is supported by a list of effective pages, two columns are required: 1) remove page(s) and 2) insert page(s). Inserting a change that is not supported by a list of effective pages requires the following: 1) new page/material, 2) change status, and 3) superseded page/material.)	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE GUIDANCE IDENTIFIER	
(2.6.2 <u>Training materials revision</u> . This data shall provide a revision of training materials to add, amend, correct, substitute, delete, or otherwise modify existing data. (A revision affects course learning objectives, requires additional resources, or the revision is of a magnitude to require a course trial of the material. A revision usually affects more than 50 percent (variable percentage according to media type) of the document or material being modified. A revision results in the replacement of existing curriculum materials with newly developed materials.)) DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CODE PLAN TYPE CODE PLAN-ASSOCIATION IDENTIFIER PLAN-ASSOCIATION ROLE CODE	

4. End of DI-SESS-81523B.

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**PAVEWAY IV SECURITY
STANDARD OPERATING PROCEDURES (SOP)**

**JOINT SECURE STORAGE FACILITY
KING FAHAD AIR BASE, TAIF, SAUDI ARABIA**

**ROYAL SAUDI AIR FORCE
KINGDOM OF SAUDI ARABIA**

10 NOVEMBER 2014

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Procedures to change this document will be initiated through a joint review by RSAF and USMTM. Once recommended changes are approved by both organizations, USMTM/AFD will staff and route the updated document to USG (OSD/DTSA) for approval. Upon approval, USMTM/AFD will provide the updated Standard Operating Procedure to RSAF, OSD/DTSA and SAF/IA

CONCEPT OF OPERATIONS

FOR

PAVEWAY IV SECURITY STANDARD OPERATING PROCEDURES

KING FAHAD AIR BASE, TAIF, SAUDI ARABIA

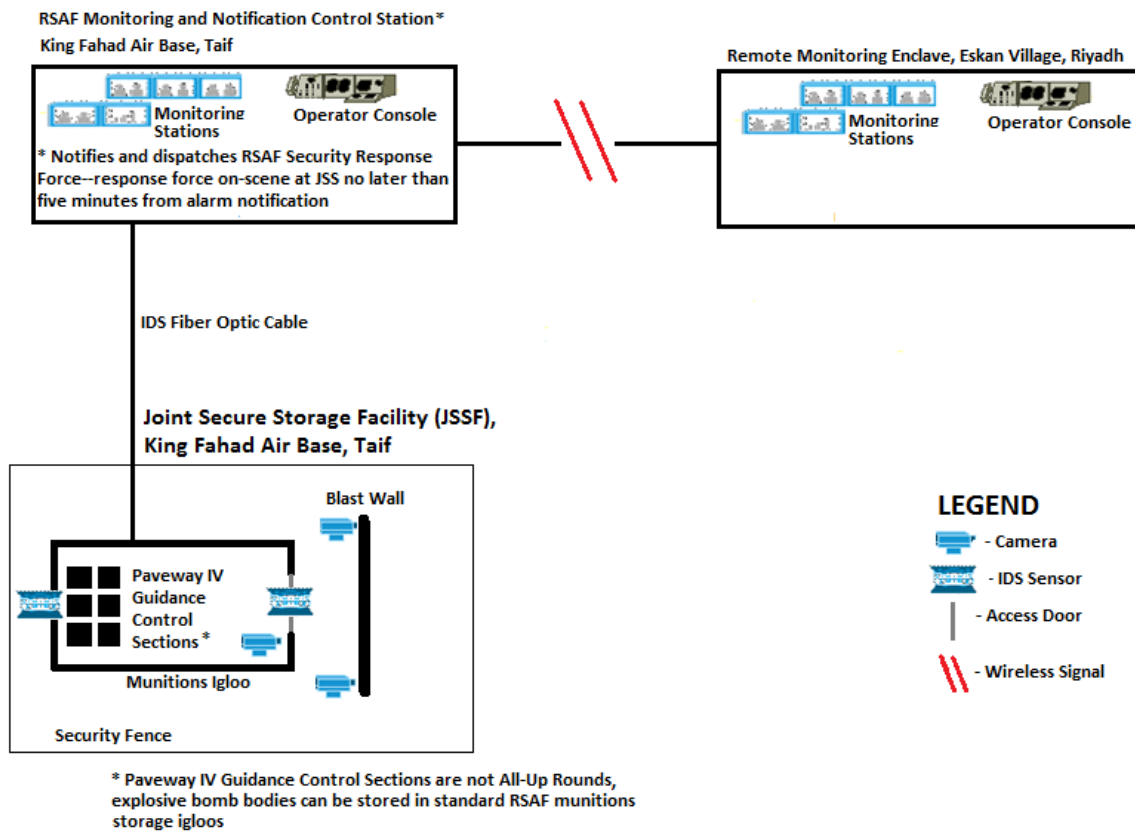
This concept of operations provides a basic overview of the Standard Operating Procedures (SOP) for the security and storage of Paveway IV munitions at the Joint Secure Storage Facility (JSSF), King Fahad Air Base, Taif, Kingdom of Saudi Arabia. It covers the requirements for the JSSF to include the proper operation of the Intrusion Detection System (IDS), the execution of associated manpower roles and responsibilities, and the proper adherence to procedural checklists.

OVERVIEW

- A) Background Information
- B) Joint Secure Storage Facility/Monitoring Station Layout Diagram
- C) SOP Checklists
- D) Joint Secure Storage Facility Description
- E) Personnel Roles and Responsibilities
- F) Intrusion Detection System Layout
- G) Intrusion Detection System Component Description

A Special Security Agreement (SSA) signed by senior authorities of the United States Government and the Government of the Kingdom of Saudi Arabia requires the Royal Saudi Air Force (RSAF) to establish and maintain very high security standards in the use and storage of advanced U.S.-origin technology weapons transferred to Saudi Arabia. For Paveway IV munitions located at the JSSF, King Fahad Air Base, Taif, Saudi Arabia, these very high security standards are detailed in this Paveway IV Security SOP and it includes procedural checklists. This SOP will be both reviewed annually and its use certified annually by the RSAF and the U.S. Government (USG). During the annual review, and more frequently when required, the RSAF and the USG will mutually update these SOP security standards whenever either party deems it necessary to maintain the security assurances agreed to between the two nations in the SSA. Finally, the advanced U.S.-origin technology in the Paveway IV munitions that requires a very high degree of protection is located entirely within the Paveway IV Guidance Control Section. RSAF intends to secure only the Paveway IV Guidance Control Section of each Paveway IV munitions, and locate it within a concrete and steel bunker built to USG specifications, known as the JSSF. The Paveway IV bomb bodies and other associated Paveway IV equipment will not normally be secured in the JSSF due to capacity limitations of the JSSF, and there is no USG requirement for them to be afforded the same level of security as the Guidance Control Sections. Of note, throughout this SOP the term “Paveway IV” is shorthand and meant to be equivalent to the term “Paveway IV Guidance Control Section.”

JOINT SECURE STORAGE FACILITY WITH RSAF AND USAF MONITORING STATION LAYOUT



The checklists included in this SOP standardize and specify personnel responsibilities, security standards, and maintenance of the IDS. They address both RSAF and USG personnel actions. The checklists address the following areas:

- 1) JSSF access for routine maintenance and training, emergency and combat operations
- 2) Munitions movement for combat operations and training
- 3) Munitions deployment for combat operations and training
- 4) IDS Quarterly functional checks
- 5) Real world alarm notification and response

The concrete and steel JSSF must continually have power and communication capability to enable increased electronic security monitoring inherent to the IDS. The JSSF entryway will consist of a double steel door secured with a high-security, anti-corrosive, key-operated padlock and hasp. Keys to the JSSF will be stored in separate, high-security combination safes. Air vents into the facility must be properly barred with reinforcing bar (REBAR) to prevent unauthorized access. Required exterior and interior lighting and cameras must be operational at all times.

The Access Authority is the governing official who has overarching command of the Paveway IV program in KSA. Access Authority is a Flag or General officer from both RSAF and USG who through cooperative efforts ensure Paveway IV munitions are stored IAW the SOP.

The Electronic System Security Manager (ESSM) function is critical to ensuring Paveway IV security requirements are met on a daily basis. Since the RSAF and U.S. Government (USG) will both play a role in ensuring the security of Paveway IV munitions, there will be an RSAF ESSM and a USG ESSM. ESSMs will handle overall operation of the Intrusion Detection System (IDS), carry out training, administrative and maintenance functions, each performing its function for its respective government. As such, an ESSM will not perform the duties of the other ESSM, or be able to relieve the other ESSM of that ESSM's responsibilities. Each ESSM can conduct IDS training for RSAF Air Police personnel, who serve will as alarm operators in the Central Security Control Station (CSCS). Additionally, each ESSM has the ability to perform minor maintenance and troubleshooting on the IDS in the event of a fault or malfunction. This capability will facilitate IDS operations. Finally, each ESSM will conduct and document functional tests of the IDS on a regular basis to ensure the system is operating as designed.

Besides conducting IDS training for RSAF Air Police personnel, ESSMs will also work closely with Munitions Control and Air Police on a daily basis, as they are responsible for Paveway IV security. Air Police personnel will act as an ESS alarm operator, which requires them to operate the IDS and perform electronic and personal surveillance on the JSSF to detect and prevent intrusion threats. RSAF Air Police personnel will monitor the JSSF through cameras and sensors installed at the JSSF. Air Police will also conduct routine patrols of the JSSF, physically inspecting access doors, padlocks and other physical aspects of the building. In the event of an intrusion, Air Police will be on-site within 5-minutes and communicate the threat to Munitions Control who will notify wing leadership.

The Munitions Squadron Commander is responsible for all actions of personnel assigned to the Munitions Squadron who will carry out actions in accordance with the procedures outlined in this SOP, and notify the Director of the Armament and Munitions Directorate at RSAF HQ, which is the overall Directorate responsible for security at the JSSF. Specifically, the Munitions Squadron is responsible for JSSF access and will authorize personnel who have officially demonstrated a need for Paveway IV access. The Munitions Squadron will compile and maintain an access list which contains the names of all personnel authorized to access the JSSF. The Munitions Squadron must share the access list with the Air Police. The Munitions Squadron will update the access list at least every 30 days and ensure that there is at most only one valid version of the access list. The Munitions Squadron will serve as the lead and is the primary security enforcer when Paveway IV Guidance Control Sections are leaving the JSSF for any reason (i.e., training, combat operations, or maintenance).

The IDS is a security alarm system comprised of intrusion sensors and alarm annunciation devices that monitor for suspicious activity and alerts the system and/or network administrator when such activity is detected. The IDS will alert CSCS Air Police alarm operators to take action and direct necessary response in the event of an alarm. The IDS is divided into two sections: Command, Control and Display Equipment (CCDE) located in the CSCS and cameras and sensors located in and around the JSSF. The following IDS Layout graphic depicts the

IDS LAYOUT

The diagram illustrates the IDS (Intrusion Detection System) layout, showing the connection between the Royal Saudi Air Force King Fahad AB, Taif Munitions Control/Central Security Control Station (CSCS) and the United States Air Force Remote Monitoring Enclave.

ROYAL SAUDI AIR FORCE KING FAHAD AB, TAIF MUNITIONS CONTROL/CENTRAL SECURITY CONTROL STATION (CSCS): two (2) ESS Alarm Operators

UNITED STATES AIR FORCE REMOTE MONITORING ENCLAVE

The diagram shows the following components and connections:

- Sensor Monitors** and **Video Monitor** are connected to the **Operator Console**.
- The **Operator Console** is connected to the **Convergence Switch**.
- The **Convergence Switch** is connected to the **IDS Head End** and the **Video Server**.
- The **IDS Head End** is connected to the **Inside Service Security Router**.
- The **Inside Service Security Router** is connected to the **Fiber Switch**.
- The **Fiber Switch** is connected to the **IJB Router/Switch**.
- The **IJB Router/Switch** is connected to the **Video Encoder**.
- The **Video Encoder** is connected to the **IDS Transponder**.
- The **IDS Transponder** is connected to the **Joint Secure Storage Facility**.
- The **Joint Secure Storage Facility** is connected to the **IDS Head End** of the **UNITED STATES AIR FORCE REMOTE MONITORING ENCLAVE**.
- The **UNITED STATES AIR FORCE REMOTE MONITORING ENCLAVE** components include: **Sensor Monitors**, **Video Monitor**, **Operator Console**, **Convergence Switch**, **IDS Head End**, **Video Server**, **Outside Service Security Router**, **Firewall**, **ISP Modem**, **ISP Modem**, **Firewall**, **Outside Service Security Router**, **Convergence Switch**, **IDS Head End**, **Video Server**, **Inside Service Security Router**, and **Fiber Switch**.

Signal transmitted via fiber optic or wireless

Physical Security:

- Munitions Igloo
- Perimeter Fence
- Air Police Patrols

Joint Secure Storage Facility: Intrusion Detection System components

- Balanced Magnetic Switches
- Cameras
- Volumetric/infrared sensors

The IDS will consist of the following types of sensors designed to detect intrusion.

1. Balanced Magnetic Switch – a two part sensor usually mounted on a door and door frame, it generates an alarm condition when a change in the magnetic field between the parts is detected.
2. Closed Circuit Television – cameras installed exterior and interior in the JSSF directly connected to the video server and display monitors in the CSCS.
3. Infrared Motion Detectors – A low power area protection device that detects a change in temperature within the coverage pattern caused by the movement of a body. The sensor

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generates an alarm when a moving object causes a change in radiated energy levels within the coverage area.

4. Tamper Alarms – installed over sensitive components necessary for IDS function, will generate an alarm if unauthorized access to these components is detected.

5. Volumetric Alarms – designed to detect movement within the alarmed area, as opposed to the detection of perimeter penetrations.

The Command, Control and Display Equipment (CDDE) are comprised of the following components:

1. Annunciator – a device that signals a change of protection zone status in a security system, usually in the form of an audible and/or visual signals.

2. Video Display Monitors – viewing screens connected to JSSF cameras allowing alarm operators a live feed to perform surveillance.

3. Video Server – computer based device that performs recording, storage and playing of the video stream from the JSSF cameras.

1.0 PURPOSE

This document contains the SOP and associated checklists required for the RSAF to operate the electronic Intrusion Detection System IDS at the JSSF at King Fahad Air Base, Taif, Saudi Arabia. The SOP's define security procedures to monitor, protect and secure the JSSF for the Paveway IV munitions during storage and use (such as routine maintenance, training, exercises, inventory, military missions and/or national contingencies). This document will undergo annual joint review by representatives from RSAF and the USG. Its daily use will be validated on initial certification by a visiting USG team and annually validated by in-country USG and RSAF representatives. Overall responsibility for security at the JSSF lies with the Armament and Munitions Directorate at RSAF HQ.

2.0 SCOPE

This document supports security operations conducted by the RSAF and meets requirements as defined per existing SSA, mutually agreed to and co-signed by senior USG and KSA officials.

3.0 ETHICAL STANDARDS

All duties will be performed in a professional manner and cultural attributes will be respected at all times by all parties. Do not discuss offenses or incidents, except in the line of duty. In addition, do not accept any advantage, gratuity, or reward for performing official duties.

As a member of the joint effort between the Kingdom of Saudi Arabia and the USG, you are the visible representative of your Government. It is your duty to accept the authority with which you have been entrusted and to carry out the responsibilities, firmly and in a manner that commands respect.

4.0 SECURITY REQUIREMENTS

4.1 Facility Requirements

a. The JSSF site will have necessary grading to enable proper drainage and erosion control. Utilities including power, communications/fiber optic cabling to the main base must be installed. The JSSF will be a concrete structure, with no visible interior/exterior cracks or signs of water damage.

b. JSSF doors will be double doors and consist of steel (solid or filled)

c. The door will be secured with two anti-corrosion, key-operated high-security padlocks and two high-security hasps.

d. Exterior security requirements:

- 1) The JSSF will be bounded by a two meter, chain link fence around the perimeter.
- 2) Exterior building and door lighting systems will be present to ensure sufficient lighting to cover the front entrance of the facility.
- 3) The JSSF will have a concrete cap to cover the earthen layer and provide erosion control.
- 4) Existing air vents will be barred with a minimum of nine-gauge rebar and attachment points will be welded or strengthened to prevent access and/or removal.

e. Interior security requirements:

A floodlight system will be installed to the ceiling of the JSSF to ensure adequate lighting inside the building. The floodlights will have an IR sensor and will automatically and immediately illuminate upon any access into the JSSF.

4.2 Manpower

The Electronic System Security Manager ESSM responsibilities are executed by the RSAF and USG ESSMs. The ESSM function will have operator, maintainer, training and administrative responsibilities for the Electronic Security System. Both organizations will designate one person to fulfill this role.

a. The RSAF and USG ESSM will be available 24 hours a day, 7 days a week, 365 days a year.

b. Alarm Operators are RSAF Air Police personnel who are responsible for maintaining surveillance of assigned sectors, monitoring sensor status and activations, controlling cameras capability and assessing all alarms emanating from the shelters.

1) RSAF will staff the base's JSSF monitoring station to ensure uninterrupted (non-stop) coverage 24 hours a day, 7 days a week, 365 days a year.

2) RSAF will take lead on quarterly functional tests in conjunction with the RSAF and USG ESSMs in accordance with para 5.3.

c. Air Police armed response teams will consist of two or more members, equipped with weapons and appropriate ammunition. Teams must also have capability to communicate with the RSAF Air Police CSCS and Munitions Control.

1) The RSAF Air Police Commanding Officer for the JSSF and the surrounding area is responsible for deploying armed response teams to detected intrusions and alarms.

2) In the event of JSSF intrusion or alarm notification, RSAF Air Police will provide an immediate on-site armed response within 5-minutes.

4.3 Intrusion Detection System

The installed IDS is capable of integrating multiple Force Protection technologies into a single point providing situational awareness and control. This system serves as the central processing system for all the sensors, displays, controllers and other technologies operating as part of the system. The system includes automation and is scalable and tailorable to specific site requirements. A technical review of the IDS will be jointly conducted by RSAF and USG security officials at least every five (5) years.

a. Command, Control and Display Equipment will be comprised of an annunciator, alarm display screen and viewing monitors and is located in the RSAF Air Police CSCS.

1) Each station will be staffed by alarm operators capable of monitoring all aspects of the IDS. Video camera views can be depicted on any combination of monitors from a single desktop to multiple large screens. This supports scalability to tailor the system to specific site requirements, including the number and configuration of operator stations.

2) Cameras with the capability for short-range day/night surveillance and assessment will be utilized. Cameras will be capable of assessing intrusions (by operator viewing image) when alerted by sensors and depending on range, determine the number, activity, behavior and equipment of intruders.

3) Interior Sensors will be installed at the JSSF. The employed sensors will be both Balanced Magnetic Switches (BMS) at the door and either infrared or microwave sensors in the JSSF.

4) Field Distribution Box(s) will be used for cameras and sensors and installed with tamper alarms.

5) Video Management System (VMS) will be used for video storage/playback and immediate visual assessment. Recorded video is stored digitally on the video server hard drive. Recorded data will be held for a minimum of 30 days.

6) Tamper alarms will be installed at all junction boxes, CCDE consoles, equipment rooms, pull boxes and Field Distribution Box(s).

b. IDS sensors have adjustable sensitivity levels. Sensitivity of the system will be determined by RSAF and USG ESSM.

5.0 GENERAL RESPONSIBILITIES

5.1 Access Authority

The Access Authority will be a Flag or General Officer in both RSAF and USAF. These individuals will act as final authority in all measures and procedures regarding Paveway IV storage operations within KSA.

a) Approves initial Paveway IV Standard Operating Procedures and subsequently changes per annual reviews.

b) Designates RSAF and USAF ESSMs in writing.

c) Reviews and endorses bi-annual Enhanced End of Use Monitoring inventory.

5.2 RSAF Security Forces

5.2.1 Security Operations

RSAF Air Police will conduct routine patrols 24 hours a day, 7 days a week, 365 days a year. The patrols will include a physical check of the facility perimeter to include status of the access door padlocks and airshafts each shift to ensure JSSF security integrity. In the event of a total system failure, RSAF Air Police will post a minimum of one armed sentry until the system operations are reestablished. The sentry must have the capability to communicate with the Air Police desk and Munitions Control. Air Police will document all incidents on the patrol log (see Annex 2). Patrol log history will be maintained at the CSCS and will document all activity for a minimum of one year's history.

5.2.2 Joint Secure Storage Facility Access List

A JSSF Access List will be made available to RSAF Air Police. This list will be used to authenticate authorized personnel who have a valid need to enter the storage facility before being allowed access. If the individual requesting access is not on the access list, they must be escorted by an individual with escort authority as dictated on the access list.

5.2.3 Joint Secure Storage Facility Access Control

a. Before the JSSF facility is opened by a designated representative, authentication is made with Munitions Control to verify access list authorization and the need to enter. Refer to Annex 4, 5 and 6 for specific access and munitions movement requirements to the JSSF.

1) 24-hour notification to Munitions Control to access the JSSF is required for exercises and/or training missions

2) Immediate access to JSSF for combat operations and/or emergency situations.

b. Individuals who are not on the JSSF access list are considered visitors and must sign a visitor log that is maintained by Munitions Control. At no time shall any visitor be left unescorted, regardless of the purpose of their entry into the facility. Established logs will be filed with the RSAF Munitions Control.

c. All personnel who enter or exit the JSSF shall be subject to an inspection of their hand-carried articles to prevent the introduction of prohibited items and/or the removal of

sensitive material. Prohibited items include: cameras, personal cellphones, personal firearms and/or weapons, flammable or explosive items.

5.2.4 Joint Secure Storage Facility Response

An armed RSAF Air Police patrol will arrive on-site within 5-minutes upon any notification of alarm or intrusion to the JSSF or surrounding area. Armed security personnel will deploy at the direction of the Air Police supervisor to intercept intruders, check building intrusion detections and/or search areas after engagements.

a. In the event of an actual intrusion, the RSAF Air Police Commanding Officer and the Armament and Munitions Directorate Director will be notified immediately. The commanding officer will then notify ESSM who will then notify USMTM.

b. In the event of a nuisance alarm (NAR) and/or false alarm (FAR) as determined by RSAF Air Police, notification will terminate with the RSAF Air Police Commanding Officer. ESSM does not have to be notified for NAR/FAR. NAR/FAR rates will be annotated by the ESSM to determine maintenance actions as needed.

c. ESSMs will conduct a accountability check on Paveway IV assets no later than four (4) hours after the alarmed incident.

5.2.5 Types of Alarms

Unannounced Alarm will be handled using the following procedures:

a. In the event a door in secure mode generates an alarm, an RSAF Air Police patrol will be immediately dispatched and be on-site within 5-minutes to assess the situation and will determine the cause of the alarm, taking appropriate measures to safeguard assets.

b. If the alarm is determined to have been caused by human error (i.e., someone opening the door prior to notifying Munitions Control) RSAF Air Police members will detain and identify the individual and determine the reason for the alarm. Once a determination has been made, the responsible party will be positively identified with Munitions Control, the appropriate action will be taken and documented in the patrol log.

c. If the alarm was caused by human error and the responsible party was not on the access list for the JSSF, the individual will be identified and detained, their immediate supervisor is contacted and responds with an authorized person. This action will be documented in the patrol log.

d. Tamper Alarms are alarms positioned on several key components of the system and will activate when an attempt is made to gain access to the equipment or cutting or shorting the interconnecting cables. These alarms are normally at locations where the circuitry of the transmission lines joins.

e. FAR are alarms with no known cause. As a general rule Invalid Alarm Rates should not exceed one per 24-hour period per sensor sector. Work order should be initiated upon receipt of the second alarm.

f. NAR are alarms caused by an influence the sensor was designed to detect such as an animal or an act of nature, but is not related to an intrusion. They may be caused by heavy rains, hail or sleet, ice on the fence, high winds, windblown debris hitting the fence, lightning discharges in close proximity of the sensor, and animals brushing against the fence. No more than three NAR per sensor sector per day should occur.

g. Equipment Communications Failure indicates a failure of communication between components has occurred and may be caused by a surreptitious attempt to circumvent the system. This event requires an IMMEDIATE maintenance response not to exceed (1) hour. RSAF Air Police refer to paragraph 5.2.4 regarding response.

5.2.6 Intrusion Detection System Training

a. RSAF Air Police and Munitions Control will provide ESSM services within their organizations to assist the USG ESSM during operation and maintenance activities.

b. RSAF CSCS Air Police alarm monitors must be trained and certified by USG ESSM in order to operate the system in an proficient manner. Individuals will require annual refresher training and certification to maintain proficiency.

5.3 United States Government Electronic Security System Manager

a. The role of the ESSM will be to insure the continued operation of the security system as well as document and report all security system malfunctions, nuisance alarms and active alarms. The ESSM will assist RSAF personnel in the day-to-day operation and maintenance of the ESS.

b. The ESSM will be fully trained on the system to include operator, maintainer and administrator roles. Additionally, the ESSM is responsible for training and certifying RSAF alarm monitors. The ESSM will develop a training program to certify RSAF alarm monitors.

c. The ESSM will troubleshoot and repair faults within the system, and is also responsible for maintaining alarm log history for a minimum of one year. The ESSM will purge alarm logs every 30 days and will conduct analysis of logs for trends, i.e. NAR, FAR, maintenance and/or faulty equipment.

1) If the fault is beyond ESSM scope of repair, the ESSM will notify Communications Squadron and coordinate further troubleshooting and maintenance repair actions.

2) If the fault is beyond Communication Squadron's scope of repair, the ESSM will notify RSAF Munitions Control to determine if extensive contracted maintenance is necessary.

d. The ESSM will be responsible for maintaining routine overall system maintenance and will conduct quarterly functional tests of the electronic security system with RSAF (see Annex 7).

1) Functional tests are designed to ensure each component of the electronic security system is working at full capability.

2) Functional tests will consist of the following steps:

a) ESSM will coordinate with Munitions Squadron Commander, the Security Forces Squadron Commander and the RSAF ESSM to ensure all required personnel and monitoring stations are aware of the date and time of the functional test.

b) Coordinate communication between the alarmed facility and Munitions Control.

c) Open doors for BMS alarm activation test.

d) Personnel enter the JSSF to ensure interior sensors are activated.

e) Verify monitoring stations are tracking the alarmed event through cameras.

f) Ensure the VMS is recording the alarmed event and allow video playback.

g) Alarms must be acknowledged by RSAF Munitions Control.

h) Upon completion of the functional test, ensure JSSF is secured and alarmed.

i) Quarterly functional tests will be documented in a log and kept for a minimum of one year.

e. The ESSM will document and report all security system maintenance, active, false and nuisance alarms to RSAF CSCS, the Armament and Munitions Directorate, and USMTM on a monthly basis.

f. The ESSMs will conduct biannual Enhanced End of Use Monitoring and provide updates to both RSAF and USAF Access Authority.

5.4 Munitions Squadron

a. The Munitions Squadron Commander is responsible for all required actions assigned to the Munitions Squadron.

b. The Munitions Squadron will provide RSAF the access list of all RSAF and USAF personnel who will have authority for physical access.

c. The Munitions Squadron will validate the access list every 30-days to ensure up-to-date status and provide updates to RSAF and USAF. Previous versions of the access list will be kept by Munitions Squadron for a minimum of one year.

d. The Munitions Squadron will maintain the access list used to authenticate authorized personnel who have a valid need to enter the storage facility before being allowed access. If the individual requesting access is not on the access list, RSAF Air Police must ensure the individual is escorted by an individual with escort authority as indicated on the access list. Changes to the access list must be approved by the Munitions Squadron Commander.

e. Munitions Control will notify the CSCS every time the JSSF will be accessed.

f. Munitions Control will maintain a visitor's log to document all personnel requiring escort to the JSSF. The visitor's log will be maintained for a minimum of one year.

g. Munitions Squadron will be responsible for providing security of the munitions while the JSSF is in the access mode.

h. While accessing and/or transporting munitions in and out of the JSSF area, the Munitions Team Chief is the responsible authority for security in conjunction with the Air Police.

1) Upon exiting the JSSF area, munitions can be transported through any modes considered most efficient and effective to include RSAF air, RSAF land or RSAF maritime transport.

2) RSAF will ensure adequate security in all transportation modes, consisting of at least two armed sentries with two way communication devices.

i. In the event of total IDS failure, the CSCS will immediately contact Munitions Control.

j. If Munitions Squadron assumes first response authority in the event of an alarm, personnel will not confront intruders but serve as sensors and provide updates to CSCS until RSAF Air Police arrive on-scene.

6.0 ANNEX 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

6.1 *Acronyms*

AM&D—Armament and Munitions Directorate

BMS—Balanced Magnetic Switches

CCDE—Command, Control and Display Equipment

CSCS—Central Security Control Station

ESSM—Electronic Security Systems Manager

ESSM/A—Electronic Security Systems Manager/Administrator

FAR—False Alarms

IDS—Intrusion Detection System

JSSF—Joint Secure Storage Facility

NAR—Nuisance Alarms

RSAF—Royal Saudi Air Force

SOP—Standard Operating Procedure

USG—United States Government

USMTM—United States Military Training Mission

VMS—Video Management Systems

6.2 *Definition of Terms*

Access Authority—RSAF and USAF personnel who are final authority in their respective organizations on Paveway IV weapons storage procedures and personnel.

Access List—Listing of authorized personnel who have access to the Joint Secure Storage Facility.

Alarm Operators—RSAF Air Police personnel manning the Central Security Control Station who are responsible for monitoring the Joint Secure Storage Facility.

Authorized Persons—Personnel who have a need-to-know for the classified information involved and are cleared for the receipt of such information. Responsibility for determining whether a person's duties require that they possess, or have access to, any classified information, and whether they are authorized to receive it, rests upon the Munitions Squadron Commander.

Balanced Magnetic Switch (BMS)—A two-part sensor that generates an alarm condition when a change in the magnetic field between the parts is detected. BMS are usually mounted on a door and doorframe to detect opening of the door to provide better protection against a defeat attempt than a standard magnetic contact.

Central Security Control Station (CSCS)—RSAF Security Force’s centralized operations center for the entire base. This shop is manned 24 hours a day, 7 days a week, 365 days a year, and enables Air Police personnel to remotely monitor alarm systems from its centralized location. Upon alarm activation, the CSCS will direct communication and response actions as required and will record all alarms.

Command, Control and Display Equipment (CCDE)—Monitoring system which integrates and controls intrusion detection sensors and alarms for operational use.

Electronic Security Systems Manager (ESSM)—Function held by both an RSAF Munitions Squadron representative and a USG representative. The ESSM is responsible for maintaining the IDS and ensuring RSAF Air Police personnel training and system administration.

Infrared Motion Detector—A passive, low power, area protection device that detects a change in ambient temperature within the coverage pattern caused by the movement of a body. Sensor circuitry generates an alarm when a moving object causes a change in radiated energy levels within the coverage area. These units are more sensitive to objects moving across the beam pattern than to objects moving toward the sensor.

Intrusion Detection System (IDS)—An alarm system comprised of intrusion sensors and alarm devices for the purpose of detecting intruders. Typical intrusion detectors include balanced magnetic switches and ultrasonic, infrared, or microwave motion or intrusion sensors.

False Alarms (FAR)—An alarm signal that does not represent a dangerous or unwanted condition, usually caused by some fault or problem in the system.

Joint Secure Storage Facility (JSSF)—Munitions storage facility with two layers of protection consisting of motion sensors, cameras and alarms.

Microwave Sensor—An active intrusion sensor that detects the movement of a person or object through a pattern of microwave energy, recognizing movement within a protected area.

Nuisance Alarms (NAR)—Alarms caused by an influence the sensor was designed to detect such as an animal, an act of nature or an inadvertent action by authorized personnel, but is not related to an intrusion.

Tamper Alarms—Devices positioned over key components of the system that activate when unauthorized attempts to gain access and/or reduce functionality of the equipment are detected.

Team Chief—Senior person directing the munitions operation. This person is selected on the basis of rank, leadership ability and technical knowledge.

Unauthorized Person—Any person who is not authorized to have access to specific classified information. Regardless of the degree of clearance, an individual is not authorized access to classified information of any degree without a demonstrated need-to-know.

Video Management System—Camera and video monitor system that enable live and recorded viewing of the Joint Secure Storage Facility.

7.0 ANNEX 2—PATROL LOG TEMPLATE

Printed Names of Air Police Personnel	Date/Time of Patrol Shift	Incidents <i>(Provide details of all incidents occurred during the shift. If nothing substantial to report, enter NSTR.)</i>	Signatures

8.0 ANNEX 3—NOTIFICATION LOG TEMPLATE

Date/Time	Printed Name	Number of Munitions	Serial Number	Destination	Reason	Signature

9.0 ANNEX 4—PAVEWAY IV JOINT SECURITY STORAGE FACILITY ENTRY CHECKLIST FOR EMERGENCY ACCESS, COMBAT OPERATIONS, TRAINING AND ROUTINE MAINTENANCE

This checklist is part of the Paveway IV Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist is to ensure Paveway IV security monitoring operations in place and to prevent an accidental alarm notification. This checklist will be run when Paveway IV assets are being accessed for munitions training and/or general purpose maintenance must be performed. The primary role players for this checklist are the RSAF and USG ESSMs, RSAF Air Police CSCS personnel, Munitions Control and the Munitions Team Chief. Both RSAF and USG ESSMs will verify the operations are being executed in accordance with the checklist.

9.1 Notification Procedures	Yes	No	Not Required
9.1.1 Munitions Control must be notified 24 hours prior to routine anticipated Paveway IV use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1.2 Munitions Control verifies the following information.			
a) Quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Length of time (For Training and Routine Maintenance Access Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Utilization, i.e. training, maintenance, Inventory (For Training and Routine Maintenance Access Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOTE: Combat operations DO NOT require 24 hour notification. Immediate access is authorized for Emergency and Combat Operations.			
9.1.3 Munitions Control immediately notifies CSCS, RSAF Armament and Munitions Directorate (A&MD) and the USG Electronic Security Systems Manager upon receiving the Paveway IV request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) ESSMs notify respective chains of command.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2 JSSF Entry/Exit Procedures			
9.2.1 Physical entry into the JSSF is controlled by Munitions Squadron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.2 Munitions Control verifies entry authorization list before allowing any individuals access to the JSSF. Munitions Control will grant access to the JSSF after ensuring the individual is listed on the current access list.			

a) Individuals listed on the access list will display their badges above the waist and in clear view at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) USG ESSM will ensure the RSAF is always provided with a validated access list for US personnel.			
c) Munitions Control will validate the need for individuals not listed on a current access list to enter the JSSF. Those individuals will be signed in on the visitor's log and must be escorted at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.3 Munitions Control verifies both RSAF and USG ESSMs are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Ensures JSSF keys secured and maintained in separate high security, combination safes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.4 Munitions Team Chief is the responsible authority once team arrives at JSSF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.5 Prior to opening the JSSF, Munitions Team Chief notifies Munitions Control and CSCS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) CSCS ensures sensors and alarms are in access mode during the munitions operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.6 RSAF and USG ESSM verify and annotate the following information for documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Quantity			
b) Serial Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Destination (For Training and Routine Maintenance Access Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.7 The ESSM relays documented information to Munitions Control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.8 After munitions are removed, Munitions Team Chief and RSAF and USG ESSMs will secure the facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Ensures doors are closed and padlocks secured.			
b) CSCS verifies alarms and sensors are engaged and operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.9 Verify JSSF keys returned to separate high security, combination safes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.0 ANNEX 5—PAVEWAY IV MUNITIONS MOVEMENT FOR COMBAT OPERATIONS AND TRAINING

10.1 Munitions movement from JSSF for Combat Operations and Training			
NOTE: Prior to starting this checklist, refer to Checklist 9.0 for entry procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.1 Munitions Team Chief ensures security of the munitions route from the Explosive Storage Area to the flightline.			
a) Verify with Munitions Control access to the munitions route is clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.2 Munitions Team Chief notifies Munitions Control movement of the Paveway IV outside the Explosive Storage Area and provides the following information.			
a) Munitions quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Number of personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.3 Munitions Control immediately notifies RSAF Air Police Central Security Control Station (CSCS). Munitions Control also notifies RSAF and USG ESSM.			
a) Upon reaching destination, Munitions Team Chief verifies munitions quantity and serial numbers with Weapons Load Crew.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Munitions Team Chief verifies with Munitions Control quantity and serial numbers.			
c) Munitions Control relays information to ESSMs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.5 Weapons Load Crew takes receipt of munitions and begins loading operations on aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.6 Weapons Load Chief annotates munitions quantity and serial numbers to aircraft tail numbers and notifies Munitions Control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2. Return of munitions to the JSSF			
10.2.1 Weapons Load Crew notifies Munitions Control Paveway IV munitions are ready for download and movement back to Explosive Storage Area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.2 Munitions Control notifies ESSMs of the Paveway IV munitions movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.2.3 Munitions Control verifies munitions team personnel are on the access list.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.4 Munitions team meets Weapons Load Crew on the flightline, Munitions Team Chief verifies following information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Munitions quantity			
b) Serial numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.5 Munitions Team Chief relays information to Munitions Control and begins movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Munitions Team Chief will notify RSAF Air Police are notified and present for armed escort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.6 Munitions Team Chief ensures security of the munitions explosive route from the flightline to Explosive Storage Area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.7 Munitions Team Chief notifies Munitions Control once team is back in the Explosive Storage Area.			
a) Munitions Control immediately notifies CSCS and ESSMs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Keys are accessed for entry into JSSF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.8 ESSMs meets munitions team at JSSF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) ESSMs verify munitions quantity and serial numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Munitions Team Chief notifies Munitions Control on opening of the JSSF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.9 CSCS immediately ensures alarms are turned off prior to JSSF opening.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.10 RSAF and USG ESSM must verify quantity of munitions, serial numbers and aircraft tail numbers are still match at the end of each flying day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.11 Once Paveway IV munitions are secured in JSSF, ESSMs will close the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Ensure the doors are closed and padlocks secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) CSCS verifies alarms and sensors are engaged and operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.12 Ensure JSSF keys are returned to separate high security, combination safes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11.0 ANNEX 6— PAVEWAY IV DEPLOYMENT FOR COMBAT OPERATIONS AND TRAINING

11.1 Munitions movement for deploying aircraft with Paveway IV for Combat Operations and Training			
NOTE: Prior to starting this checklist, refer to Checklist 9.0 for entry procedures and to Checklist 10.0 for Munitions Movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.1 RSAF will provide a minimum of 2 armed close-in boundary sentries at the deployed location for 24/7 security coverage as well as during transportation movements (RSAF Air Transport, RSAF Ground Transport or RSAF Maritime). These sentries will require two way communications to their Central Security Control Station (CSCS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.2 The home base of the deploying Paveway IV munitions will coordinate with the forward operating location for the need to provide security for those weapons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.3 Upon arriving at deployed location the pilot will ensure a positive transfer of control of the Paveway IV munitions takes place with the RSAF Air Police at the flightline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Close-in sentries will guard the aircraft if Paveway IV munition(s) remain on the aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) If Paveway IV munition(s) are transferred to a munitions storage facility (with no sensors) at the deployed location, RSAF will guard the storage facility with a minimum of 2 close-in sentries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) During movement of the Paveway IV weapons, RSAF Air Police will provide armed escort for the convoy and will also have two way communication with CSCS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) A local access list for the munitions will be established by RSAF Air Police at the forward operating location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12.0 ANNEX 7—JOINT SECURITY STORAGE FACILITY ELECTRONIC SECURITY SYSTEM QUARTERLY FUNCTIONAL CHECKS

12.1 Notification Procedures	Yes	No	Not Required
NOTE: This checklist is to verify the Electronic Security System (ESS) functions as designed.			
12.1.1 Did the Royal Saudi Air Force and United States Government (USG) ESS Manager schedule the quarterly test at least one (1) week in advance? Coordination with the following organizations and individuals is required:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) RSAF Air Police	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) RSAF Munitions Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.2 Munitions Control coordinates with Air Police to ensure all personnel are authorized for Joint Security Storage (JSSF) access.			
a) Ensure munitions personnel are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.3 JSSF keys must be kept in separate, high security combination safes.			
a) Keys are acquired for functional test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.4 ESS Managers, munitions team and Air Police patrol team will assemble at JSSF on the date and time of the functional test.			
a) ESS Managers ensure open communication is sufficient between teams at the JSSF, Munitions Control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) ESS Managers will verify Air Police is monitoring the JSSF at the CSCS through the exterior cameras.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.5 Munitions team and ESS Managers open the JSSF doors to test Balanced Magnetic Switch alarms.			
a) CSCS verifies alarm is activated, notifies Munitions Control and ESS Managers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.6 Munitions team will enter JSSF to verify internal volumetric and infrared sensors and interior cameras are operational.			
a) ESS Managers will verify CSCS is monitoring JSSF through the interior cameras.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) CSCS will verify internal alarms are activated, notifies Munitions Control and ESS Managers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.7 CSCS ensures the Video Management System is recording the functional test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12.1.8 Any delays, faults or malfunctions in the system must be annotated in a log by ESS Managers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.9 After functional test is complete, Munitions Team Chief and USG ESSMs will secure the facility.			
a) Ensure access doors are closed and padlocks secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) CSCS verifies alarms and sensors are engaged and operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.10 Keys returned to separate high security combination safes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13.0 ANNEX 8—REAL WORLD ALARM NOTIFICATION AND RESPONSE

This checklist is part of the Paveway IV Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist specifies actions taken by both the USG ESSM at the downrange location and the ESSMs located at the USAF Remote Management Enclave at Eskan Village. This checklist will be run when a real world alarm notification activates due to potential hostile threat accessing the JSSF. The primary role players for this checklist are the RSAF and USG ESSMs and the Eskan Village ESSM and ESSM/A. Both RSAF and USAF ESSMs will verify the operations are being executed in accordance with the checklist.

13.1 ESSM Notification Procedures	Yes	No	Not Required
NOTE: This checklist is to identify USAF communication requirements for a real world alarm notification.			
13.1.1 USG ESSM receives notification from CSCS Commanding officer on real world alarm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.2 ESSM verifies the following information:			
a) Air Police have responded to alarm and are either on scene or en-route to JSSF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) RSAF ESSM has been notified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.3 RSAF and USG ESSM access CSCS to monitor Air Police response procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.4 ESSMs verify JSSF keys are secured in separate high security safes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.5 USG ESSM notifies Eskan Village Remote Management Enclave and passes along the following information:			
a) Date and time of alarm notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) JSSF threat level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Number of hostiles and if armed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Air Police response team status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.6 USG ESSM sustains communication with Eskan Village Remote Management Enclave until alarm response terminates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.7. RSAF and USG ESSM execute JSSF inventory, documenting quantity and serial numbers to ensure 100% accountability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a) Any discrepancies require immediate recount, if discrepancies still exist, USG ESSM updates ESSM/A .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.7. USG ESSM annotates alarm notification in log book.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2 Eskan Village Notification Procedures			
13.2.1 Eskan Village ESSM notifies ESSM/A upon alarm notification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2.2 Eskan Village ESSM documents alarm notification and relevant information from USG ESSM updates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Date and time of alarm notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) JSSF threat level			
c) Number of hostiles and if armed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Air Police response team status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2.3 ESSM/A notifies Access Authority on real world alarm notification and response.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Document any inventory discrepancies and update Access Authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2.4 Eskan Village Remote Management Enclave continues to monitor RSAF actions and USG ESSM until situation resolves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Attachment 1
ID01150103
PRICING TABLES
Option 1

Hanscom AFB HBUA					
CLIN 1001 (Labor)	Description	Hours	Hourly Rate		Total
1001a	(PM) Journeyman Mgr Grp 2	576	\$87.04	\$0.00	\$50,135.04
1001b	(ESSM) Journeyman Eng Grp 4	20,552	\$96.87	\$0.00	\$1,990,872.24
Total CLIN 1001 Firm Fixed Price					\$2,041,007.28
CLIN 1002	Travel		Total Not to Exceed Ceiling		\$66,116.00
CLIN 1003	Ancillary Support		Total Not to Exceed Ceiling		\$298,461.14
CLIN 1004	Data Not Separately Priced (NSP)		Total Not to Exceed Ceiling		\$0.00
					\$0.00
TOTAL CLINS 1001 - 1004					\$2,405,584.42
CLIN 1005	CAF FEE				\$2,405.58
Total Option 1 Price					\$2,407,990.00